



AGENDA FOR COMMON COUNCIL

A Common Council meeting will be held on **Tuesday, August 19, 2025 at 6:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNFlwMzdSZz09>

Meeting ID: 768 946 6740 Password: Tomah2020

Dial by your location +1 312 626 6799 US (Chicago)

CALL TO ORDER:

1. Pledge of Allegiance
2. Roll Call

ANYONE DESIRING TO APPEAR TO COUNCIL:

Members of the public desiring to appear before the council will adhere to the City of Tomah Public Appearance Policy to include clearly stating name and address. Comments will be limited to three minutes per person to ensure fair access to the City Council.

MAYOR:

3. Discussion: Consideration of Professional Fleet Management Services

ACCEPTANCE OF MONTHLY REPORTS:

- [4.](#) City Administrator Monthly Report
- [5.](#) Public Safety Monthly Report
- [6.](#) Library Monthly Report
- [7.](#) Senior & Disabled Services Department Monthly Report

CONSENT AGENDA:

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, the Mayor or any Council member can request item(s) be removed from the Consent Agenda and addressed on the regular agenda.

- [8.](#) Approval of Minutes from July 15, 2025
- [9.](#) Approval: Temporary "Class B" Wine and Class "B" Beer License Application by Tomah Rotary Club for Neighborhood Block Party on September 6, 2025
- [10.](#) Approval: Renewal of Class "B" Fermented Malt Beverage and "Class C" Wine Beverage Licenses for Pinnacle Hockey Group, LLC
11. Approval: Resolution for Payment of Monthly Bills

Common Council – August 19, 2025

COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- [12.](#) Approval: Ordinance amending Article VII, Division 2, Sections 2-600 through 2-603 of the municipal code of the City of Tomah
- [13.](#) Approval: Zoning Administrator Job Description
- [14.](#) Approval: Removal of Director of Economic Development and Zoning Position
- [15.](#) Approval: Part Time Code Enforcement Officer Job Description
- [16.](#) Approval: Removal of the Economic Development and Zoning Assistant/Code Enforcement Officer Position
- [17.](#) Approval: Removal of Chief Deputy Clerk Position

PARKS AND RECREATION COMMISSION RECOMMENDATIONS:

- 18. Approval: Preliminary Engineering Multi-use Trail Connection and Budget Amendment

APPOINTMENTS:

- [19.](#) Approval: Appointment of Angeline Bauman to the Lake Committee
- [20.](#) Approval: Appointment of Management Negotiation Team for Collective Bargaining

ADJOURN:

- 21. Adjourn to closed session Pursuant to Wis Stat 19.85 (1): Considering employment, promotion, compensation or performance evaluation data of any public employee to discuss staffing and compensation for: Police Sergeant
 - 22. Remain in closed session pursuant to 19.85(1c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- Collective bargaining negotiation items.

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

City Administrator

Item 4.

City Budget and Finances:

- 2026 Budget Planning Plan-To-Plan
 - Clerk Budget Review #1 12 Aug
 - Judicial Branch Budget Review #1 13 Aug
 - Parks and Recreation Budget Review #1 14 Aug
 - Library Budget Review #1 19 Aug
 - Parks and Recreation Budget Review #2 20 Aug
 - Public Safety Budget Review #1 and #2 21 Aug
 - Police Budget Review #1 and #2 26 Aug
 - Public Works and Utilities Budget Review #1 27 Aug
 - Judicial Branch and Police Fee Schedule Review 3 Sep
 - Police Union Collective Bargaining #1 4 Sep
 - EMS Union Collective Bargaining #1 4 Sep
 - Zoning and Inspections Budget Review #1 9 Sep
 - Treasury Budget Review #1 10 Sep
 - Tomah Chamber of Commerce Budget Review 11 Sep
 - Administration Budget Review #1 16 Sep
 - Legislative Branch (City Council) Budget Review #1 18 Sep
 - Draft FY2026 Budget Complete 30 Sep
 - City Council Budget Workshops/Hearings 1-31 Oct
 - FY2026 Budget Approved by City Council Nov
 - FY2026 Budget Books Ready for Distribution 15 Dec

City Administration:

- Employee Discipline Policy
 - **Employee Recognition and Awards Program**
 - **Christi Anderson**
- Social Media Policy
- Develop Annual Training Plan (elected officials, dept heads, all employees)
- Vehicle Lease Meeting with Enterprise
- Job Description Review and Amendments
- Organizational Chart Review
- Employee Morale Events Planning

City Operations (1-31 July):

- 1 Jul Common Council Agenda Review with Mayor
- 1 Jul FY2026 Budget Planning Meeting
- 1 Jul Petition for Detachment Meeting with WI DOA
- 2 Jul Deputy Clerk Interviews
- 3 Jul Fire Permit Application Process Review
- 3 Jul Employee BBQ
- 9 Jul Flood Crisis Planning Meeting
- 9 Jul Capital Asset Depreciation Schedule Meeting
- 10 Jul Monroe Co. EDT Committee Meeting
- 10 Jul Lake Committee
- 14 Jul Department Head Meeting
- 14 Jul Peking Restaurant Meeting
- 14 Jul Mayor Weekly Update Meeting
- 15 Jul Developer Recruitment Meeting
- 15 Jul Corporate Chain Site Plan Discussion
- 15 Jul Property Owner Site Plan Concept Meeting
- 15 Jul Private Citizen Meeting
- 16 Jul Property Line Dispute Investigation (On-site)
- 16 Jul Chamber Full Board Meeting
- 16 Jul Director of Public Works and Utilities Recruitment
- 17 Jul Army Corps of Engineers

City Operations (1-31 July):

- 17 Jul Ft McCoy Area Workforce Collaboration Meeting
- 17 Jul Tomah Public Housing Authority Ordinance Meeting
- 17 Jul Tomah Area History Museum
- 18 Jul CBRF Meeting
- 21 Jul HR Generalist/Payroll Specialist Job Interviews
- 21 Jul Tomah Landfill Report
- 21 Jul Mayor Weekly Update
- 22 Jul Environmental Issues/PFAS Training
- 22 Jul Braun Intertec Environmental Cleanup Meeting
- 22 Jul Tiny Home Development Meeting
- 22 Jul Collective Bargaining Agreement Management Meeting
- 23 Jul Parks and Recreation Meeting
- 23 Jul Lake Committee Nominee Meeting
- 23 Jul Financial Auditor Meeting
- 23 Jul Public Works and Utilities Budget Planning Meeting
- 24 Jul Army Corps of Engineers
- 24 Jul Housing Development Site Plan Discussion
- 24 Jul Mayor and Property Owner Meeting
- 25 Jul Public Works and Utilities Virtual Interviews
- 26 Jul Cybersecurity Meeting
- 27 Jul Radio Interview



								Item 4.
Permit Number	Municipality	Date	Property Owner	Property Address	Parcel #	Est Cost	Census Code	
25-0085-	Tomah (city)	07/29/25	Dawn Springman	415 Leslye Ave	286000810000	\$1,400.00	438 - Additions Of Residen And Carports (attached & I	
25-0084-41-286	Tomah (city)	07/28/25	Walmart Inc.	525 Industrial Ave.	286027212200	\$11,600,549.00	437 - Nonresidential And N Housekeeping Additions Ar	
25-0083-41-286	Tomah (city)	07/23/25	Scott & Deboralynn Westfahl	209 W Benton St	286-01056-0000	\$5,000.00	131 - Electrical Only	
25-0082-41-286	Tomah (city)	07/23/25	Christopher Baker	913 Lemonweir Pkwy	286-01410-0000	\$5,000.00	128 - Sheds	
25-0081-41-286	Tomah (city)	07/22/25	Chris Cos	423 W Juneau St	286-00311-0000	\$10,538.00	434 - Residential Additions Alterations	
25-0080-41-286	Tomah (city)	07/22/25	Jenne Nugent	1530 Lakeview Dr	286-01286-0000	\$8,500.00	434 - Residential Additions Alterations	
25-0079-41-286	Tomah (city)	07/20/25	Clint Brandau	1510 Jennifer Ave	286-01731-6800	\$18,209.00	434 - Residential Additions Alterations	
25-0078-41-286	Tomah (city)	07/20/25	Sheldeen Springer	308 W Clifton St	286003680000	\$27,771.00	434 - Residential Additions Alterations	
25-0077-41-286	Tomah (city)	07/20/25	Bonnie Marx	2015 Hollister Ave	286004280000	\$32,404.00	434 - Residential Additions Alterations	
25-0076-41-286	Tomah (city)	07/20/25	Tim Beltz	609 King Ave		\$3,250.00	131 - Electrical Only	
25-0075-41-286	Tomah (city)	07/20/25	David Tripp	411 Martin Ave	286-02599-0000	\$75,000.00	437 - Nonresidential And N Housekeeping Additions Ar	
25-0074-41-286	Tomah (city)	07/20/25	William Bacon	309 May St	286-01704-0000	\$16,152.00	434 - Residential Additions Alterations	
25-0073-41-286	Tomah (city)	07/09/25	David Tripp	411 Martin Ave	286-02599-0000	\$60,000.00	437 - Nonresidential And N Housekeeping Additions Ar	
25-0072-41-286	Tomah (city)	07/09/25	Patrick Larson	212 Hollister Ave	286011000000	\$15,000.00	120 - Decks And Porches	
25-0071-41-286	Tomah (city)	07/09/25	Tammy Grieg	902 Woodard Ave	286-02063-0000	\$22,300.00	434 - Residential Additions Alterations	
25-0070-41-286	Tomah (city)	07/09/25	Wade Sivertsen	421 Superior Ave	286011640000	\$12,000.00	131 - Electrical Only	
25-0069-41-286	Tomah (city)	07/07/25	Alan Capaul	818 Pearl St.	286-00451-0000	\$100,000.00	434 - Residential Additions Alterations	
25-0068-41-286	Tomah (city)	07/01/25	Chad Tralmer	1219 Mclean Ave	286-01878-0000	\$6,500.00	434 - Residential Additions Alterations	
25-0067-41-286	Tomah (city)	07/01/25	Robert Dippen	321 Butts Ave.	286-02620-2000	\$1,000,000.00	323 - Hospitals And Lnstitu	
25-0065-41-286	Tomah (city)	07/01/25	Douglas Prostko	1717 Grumann Dr	1717	\$5,000.00	128 - Sheds	
25-0063-41-286	Tomah (city)	07/01/25	Danial Sauter	802 King Ave	286006870000	\$8,178.00	434 - Residential Additions Alterations	
25-0062-41-286	Tomah (city)	07/01/25	Jeff Francis	912 Brandon St		\$80,000.00	128 - Sheds	

Permit Number	Municipality	Date	Property Owner	Property Address	Parcel #	Est Cost	Census Code
25-0059-41-286	Tomah (city)	07/01/25	Scott & Deboralynn Westfahl	209 W Benton St	286-01056-0000	\$35,000.00	128 - Sheds
25-0057-41-286	Tomah (city)	07/01/25	Patrick Larson	212 Hollister Ave	286-01100-0000	\$2,050.00	131 - Electrical Only
25-0054-41-286	Tomah (city)	07/01/25	Colin Meltesen	1011 Wisconsin Ave	286-00982-5500	\$10,332.00	131 - Electrical Only
25-0051-41-286	Tomah (city)	07/01/25	Bob Sistrunk	205 Nicholas St	2 Of 15csm149	\$1,000.00	434 - Residential Additions Alterations
25-0049-41-286	Tomah (city)	07/01/25	Andres Valencia	1509 Bow St	286026882200	\$15,000.00	649 - Demolition And Razir Other Buildings & Structure
25-0048-41-286	Tomah (city)	07/01/25	Ashley & Brennon Path	1813 Goodland Ave	286-02221-0000	\$1.00	131 - Electrical Only
25-0041-41-286	Tomah (city)	07/01/25	Ho-chunk Nation	135 Wittig Road	286-02651-451	\$500,000.00	318 - Amusement, Social, / Recreational



07/01/2025 - 07/31/2025

Permit #	Permit Date	Permit Type	Project Description	Parcel Address	Total Fees	Construction Value
7019	7/31/2025	Fence	6' Cedar privacy fence around back yard, 2' from property line	223 Alyssa St.	\$20.00	0.00
7018	7/30/2025	Fence	Fencing as indicated on graphing paper drawing and survey. Fencing will be 6x6 vinyl panels with vinyl posts reinforced with concrete. The fence will travel the property line as indicated on the marked up survey map. The south and west portions of the fence will not extend beyond the main structure.		\$20.00	
7017	7/30/2025	Alteration/Addition to Accessory Structure	Cedar Fence	223 Alyssa St.		21,150.00
7016	7/23/2025	Sign Permit	(1) new channel letter set and (1) new pylon sign cabinet to go on existing pylon.	701 E CLIFTON STREET	\$40.00	0.00
7015	7/17/2025	Sign Permit	window/wall sign	935 N SUPERIOR AVENUE		0.00
7014	7/16/2025	Fence	Fence in part of back yard for pet safety, completed in 2013.	404 NICHOLAS STREET	\$20.00	0.00
7013	7/16/2025	Fence	I'm not sure if boundary lines have been located	309 ALYSSA STREET	\$20.00	0.00

			because the fence is on the smaller side and well within our property line.			
7012	7/11/2025	Fence	CHAIN LINK FENCE, ERECTED PRIOR TO PURCHASE OF HOME	342 NICHOLAS STREET		0.00
7011	7/11/2025	Sign Permit	(1) new set of channel letters	201 HELEN WALTON DRIVE	\$40.00	0.00
7010	7/10/2025	Fence	Fence in a portion of back yard starting at back of house and abutting existing neighboring fence at two points at 90 degrees.	237 Alyssa St.	\$20.00	0.00
7009	7/8/2025	Fire Suppression System	USEMCO 1602 RESIN RD.	1602 Rezin Rd		0.00
7008	7/7/2025	Fence	collapsible fence	619 MUBARAK STREET	\$20.00	0.00
7007	7/6/2025	Fence	Backyard fence	429 Alyssa St.	\$20.00	0.00
7006	7/6/2025	Fence	Fence Came With The House When Bought.	201 NICHOLAS STREET	\$20.00	0.00
7005	7/3/2025	Fence	install 4' chain link fence around backyard	615 ALYSSA STREET	\$20.00	0.00
7004	7/1/2025	Fence	This fence was erected before our purchase of the home in 2020. Spoke with Kendra at Xity Hall regarding this fence being here before purchasing property.	310 ALYSSA STREET	\$20.00	0.00
7003	7/1/2025	Fence	Backyard + Side yard fence	513 Alyssa St.	\$20.00	
					\$300.00	21,150.00

Total Records: 17

8/1/2025

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Code Er

07/01/2025 - 07/31/2025

Case Date	Case #	Parcel Address	Violation Name	Violation Notes	Complaint Type	Due Date	Status
7/25/2025	2025044	1423 MCLEAN AVE	Chapter 18 Article III, 18-52 - Nuisance Junk and Junk Vehicles		Nuisance - Junk Accumulation	8/8/2025	Issued Order to Correct
7/25/2025	2025045	212 W MILWAUKEE STREET	Chapter 18 Article III, 18-52 - Nuisance Junk and Junk Vehicles	vehicle on property with flat tires in grass in back of house outside garage	Nuisance - Junk Vehicle	8/8/2025	Issued Order to Correct
7/11/2025	2025042	1522 N SUPERIOR AVENUE	Sec. 52-35. - Business districts.		Multiple Violations	7/26/2025	Issued Order to Correct
7/11/2025	2025042	1522 N SUPERIOR AVENUE	18-53 - Definitions.		Multiple Violations	7/26/2025	Issued Order to Correct
7/11/2025	2025043	231 NICHOLAS STREET	48-65- Grass Mowed & Maintained		Grass/Weeds	7/14/2025	Completed
7/9/2025	2025040	921 GRASSMAN STREET	8-118 Dog and Cats Prohibited Acts		Dog and Cat Restrictions	7/23/2025	Warned and Advsie
7/9/2025	2025041	1315 BUTTS AVENUE	Chapter 18 Article III, 18-52 - Nuisance Junk and Junk Vehicles		Nuisance - Junk Accumulation		Warned and Advsie
	14175297						

Total Records: 7

8/1/2025

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CITY OF TOMAH PUBLIC SAFETY

MONTHLY REPORT July 2025



Public Safety Director / Fire Chief Tim Adler

TOMAH FIRE DEPARTMENT MONTHLY STATISTICS

MONTH/ YEAR July 2025

FIRE CALLS:

1. **STRUCTURE:** 0
2. **VEHICLE FIRES:**0
3. **GRASS:** 0
4. **FALSE ALARMS:**2
5. **INJURIES:** 0
6. **GOOD INTENT CALLS:** 3
7. **HAZMAT:** 3
8. **OTHER:** 2
9. **MOTOR VEHICLE CRASH/RESCUE:** 15
10. **CALLS FOR SERVICE:** 6

FIRE INSPECTION HOURS: 71

FIRE SAFETY EDUCATION HOURS: 5



City of Tomah Council Meeting – August 19th , 2025

Public Safety Director/Fire Chief report for: **July**

1. **STAFFING**

Full-Time

- Fire Chief
- Deputy Fire Chief

POC (paid on call)

- Assistant Chiefs x 2
- Captains x 2
- Fire Fighters x 33

2. **VEHICLES:** All apparatus are in service and are functioning in good working order.
3. **GENERAL:** The department responded to 31 calls in July. The fire inspectors have started their second round of inspections which are required by the Department of Safety and Professional Services. Each year we spend time inspecting and pre-fire planning the Monroe County Fair to ensure the public and the kids are safe.
4. **OTHER:** We continue to apply for grants to help offset the cost of upcoming projects. I have been communicating with Chief Wesle of the Beaver Dam Fire Department. Things are on track to receive the 100' Pierce Platform by end of August. We received the Frank Andres Trust grant; we purchased an Electric Vehicle Fire Blanket with the funds.

Yours in Safety
Public Safety Director / Fire Chief
Tim Adler



Tomah Fire Department Staff



Fire Chief

*Tim Adler (36 Years)

Deputy Chief

*Jeremy Likely (19 Years)

Assistant Fire Chiefs

*Joe Kube (31 Years)
Joe Amberg (35 Years)

Safety Officer

Dave Baggot (26 Years)

Fire Fighters

Tim Larkin (50 Years)
Jody Pierce (31 Years)
*Bob Walker (24 Years)
*Brad Retzlaff (23 Years)
*Steve Walheim (23 Years)
*Cory Lenz (21 Years)
Ron Schneider (20 Years)
Tim Cram (19 Years)
*Chris Semann (14 Years)
*Chad Gunder (11 Years)
*Steve Miller (7 Years)
Megan Mickelson (7 Years)
*Phil Gigous (7 Years)
Joe Lenz (7 Years)
Chris Neal (5 Years)
Mitchell Larkin (4 Years)
Brandon Sibert (4 Year)
*Justin Dettinger (2 Year)
Michael Linehan (2 Year)
*Chris Johnson (1 Year)
*Jeff Vierck (1 Year)
*Jared Vanderloop (1 Year)
*Ryan Fisk (1 Year)
*Daniel Amberg (1 Year)
Michael Forlines (1 Year)
*Nick Amberg (1 Year)
Andy Wallace (New)
Diana Johnson (New)
Morgan Scharlau (New)
Steven Beining (New)
Tyler Stertman (New)

Captains

*Rob Larkin (28 Years)
Charles Muller (23 Years)

Lieutenants

Rescue Technicians

Kerwin Greeno (29 Years)

*=Rescue Techs



Tomah Area Ambulance Service Number of Calls by Municipality Monthly Report

July 2025

City of Sparta Total: 4

City of Tomah Total: 242

Town of Adrian Total: 2

Town of Angelo Total: 1

Town of Byron Total: 6

Town of Clifton Total: 1

Town of Grant Total: 5

Town of Greenfield Total: 3

Town of La Grange Total: 5

Town of Leon Total: 1

Town of Lincoln Total: 2

Town of Oakdale Total: 5

Town of Tomah Total: 12

Village of Kendall Total: 1

Village of Oakdale Total: 3

Village of Warrens Total: 9

Village of Wyeville Total: 1

Total: 12

Total Records: 310



City of Tomah Council Meeting – August 19th , 2025

Public Safety director's Report for: **July**

1. STAFFING:

Admin

- Public Safety Director
- Deputy EMS Chief
- Public Safety Administrative Assistant
- Billing Clerk

Full-Time

- Critical Care Paramedics - 9
- Paramedics – 6
- AEMTs – 2

Part-Time

- Critical Care Paramedics – 0
- Paramedics – 6
- AEMTs – 1
- EMT-Basic – 8

2. **VEHICLES:** All apparatuses are in service and are functioning in good working order. Unit 267 was taken to Everest Emergency Vehicles on February 20th to start the remount process. We were notified of some delays due to staffing changes; currently we are looking at a September completion date.
3. **GENERAL:** The department responded to 310 calls for service in July. The department had a very busy month overall.
4. **OTHER:** Deputy Chief Robarge and Administrative Assistant Anderson continue to work on the voluntary, supplemental Medicaid reimbursement cost report for publicly owned EMS providers. Our services can apply for reimbursement funding back from years 2023 and 2024 along with years moving forward. We will have more information on the totals soon. The Tomah Area Ambulance Service will host our Annual Meeting on August 28th at 5pm at the Emergency Services Building. We recent the Frank Andres Trust grant and purchased a new McGrath Laryngoscope with the funds.

Yours in Safety

Public Safety Director / Fire Chief

Tim Adler

Transfer Statistics break down

July 2025 Statistics

Year to Date Calls for Service – 2,186

- Calls with multiple ambulances – 48

Year to Date Reports Written – 2,186

Calls for Service in July – 310

- Calls with multiple ambulances – 4

Reports Written in July – 310

Salaried Employee Stipends in July – 0

Year to Date Salaried Employee Stipends – 0

Year to Date – All Transfers – 729 Requested. Accepted 603, Declined 126 – 82.72%

- Tomah Health ER– Requested 581, Accepted 493. **84.85% Accepted.**
 - Reasons for Turn Down
 - On Transfer/911 Calls / Would Not Wait – 44
 - Medical Necessity – 11
 - Multiple Transfers at the Same Time – 13
 - Staffing – 8
 - Crew Safety - 7
 - Weather – 2
 - No Call/Not Logged – 2
 - Pending Critical Care Transfer – 1
- Tomah Health OB & Acute Care – Requested 56, Accepted 49. **87.50% Accepted.**
 - Reasons for Turn Down
 - On Transfer/911 Calls / Would Not Wait – 5
 - Medical Necessity – 1
 - Weather – 1
- Tomah VA – Requested 49, Accepted 41. **83.67% Accepted.**
 - Reasons for Turn Down
 - On Transfer/911 Calls / Would Not Wait – 4
 - Multiple Transfers at the Same Time – 2
 - Medical Necessity – 1
 - Staffing – 1 (Round Trip)
- Critical Care Transfers – Requested 27, Accepted 24. **88.89% Accepted.**
 - January – Tomah Health – La Crosse – On 911 Call, Would Not Wait
 - March – Tomah Health – La Crosse – On Transfer, Would Not Wait
 - March – Tomah Health – La Crosse – On 911 Call, Would Not Wait

July Transfers – 100 Requested. Accepted 88, Declined 12

- Critical Care Transfers – 3
 - Accepted – 3
- Reasons for Turn Down in July
 - On Transfers or 911s/Would Not Wait – 4 (Tomah Health-3, Outlying-1)
 - Staffing – 2 (Tomah Health-2, Outlying-2)
 - Multiple Transfers at the Same Time – 2 (Tomah Health-2)
 - Crew Safety – 1 (Tomah Health-1)
 - Medical Necessity – 1 (Tomah VA-1)

When it rains it pours!

- 07/06/2025 – 1452 – 1502 – 4 911 calls in 10 minutes! – 3 Ambulances on duty.
 - Fall – Transported to Tomah Health
 - Syncope – Transported to Tomah Health
 - Breathing Difficulty – Transported to Tomah Health
 - Abdominal Pain – Fort McCoy Requested – Transported to Tomah Health

Mutual Aid

- Assisted – 6
 - Sparta Area Ambulance – 3
 - Mutual Aid – Motor Vehicle Accident – Transported to Sparta Mayo
 - Change of Quarters
 - Mutual Aid – Motor Vehicle Accident – 2nd Ambulance - Refusal
 - Wilton Ambulance – 2
 - Intercept – Motor Vehicle Accident – Transported to Gundersen Lax
 - Intercept – Cardiac Arrest – Patient Deceased
 - Black River Falls EMS – 1
 - Mutual Aid – Motor Vehicle Accident – 3rd Ambulance – Transported to Black River Falls Memorial
- Requested – 11
 - Fort McCoy – 11
 - Change of Quarters – Three Ambulances on duty, one on a transfer, two on 911 calls, one transported direct to La Crosse.
 - Mutual Aid – Breathing Difficulty – Responded with 264 to Transport to Tomah Health – Two Ambulances on duty, one on a transfer, one on a 911 call.
 - Change of Quarters – Two Ambulances on duty, one on a transfer, one on a 911 call.
 - Mutual Aid – Abdominal Pain – Transport to Tomah Health – Three Ambulances on duty, one on a transfer, two on three 911 calls.
 - Mutual Aid – Fall – Responded with 264 to Transport to Tomah Health – Three Ambulances on duty, one on a transfer, one on a 911 call and transfer, one on a 911 call.
 - Change of Quarters – Two Ambulances on duty, one on a transfer, one on a 911 call.

- **Change of Quarters** – Two Ambulances on duty, one on a transfer, one on a 911 call.
- **Change of Quarters** – Three Ambulances on duty, one on a transfer, two on 911 calls, one transported direct to La Crosse.
- **Change of Quarters** – Two Ambulances on duty, one on a transfer, one on two 911 calls.
- **Mutual Aid** – Assist Law Enforcement – Transport to Tomah Health – Three Ambulances on duty, one on a transfer, one on a 911 call and transfer, one on a 911 call.
- **Change of Quarters** - Three Ambulances on duty, one on a transfer, one on a 911 call and transfer, one on a 911 call, Fort McCoy Ambulance on a 911 call, and 260 responding to a 911 call.

Legal Blood Draws

- **July – 4 (Year to Date – 18)**

TAAS Monthly Statistical Report July 2025

Calls For Service	Cancelled/No Transport	Facility Transfers	Denied Transfers	Salary Stipend
310	77	88	12	\$0.00
1 Year Ago: 343	1 Year Ago: 73	1 Year Ago: 89	1 Year Ago: 14	Yr to Date:
Total Miles Driven	Mutual Aid Requests	Incoming Payments	Billed To Patients	Total Bad Debt Collected In 2025
4447.2	6 Asst / 11 Req / 0 Blood Draw	\$293,343.34	\$443,042.40	\$93,348.09
1 Year Ago: 4100.2	1 Year Ago: 23	Yr to Date: \$2,004,603	Yr to Date: \$3,435,944	
Billed Medicare	Collected Medicare	Uncollectable-Medicare (30% Retrivable)		
\$109,475.20	\$61,547.73	\$135,302.09/JUST NGS		
Yr to Date: \$939,430	Yr to Date: \$384,804.12	Yr to Date: \$776,556.53		
Billed Medicaid	Collected Medicaid	Medicaid Write-Off		
\$78,988.80	\$28,389.93/JUST EDS	\$67,873.40		
Yr to Date: \$591,852.10	Yr to Date: \$128,419	Yr to Date: \$385,210		
Billed Insurance	Collected Insurance	Write-Off Per Insurance	Collections	Collected Patient
\$146,844.60/also other ngs&eds	\$41,208.99	\$14,530.43	\$46,896.58	\$58,900.02
Yr to Date: \$765,133	Yr to Date: \$265,104.6	Yr to Date: \$123,879.66	Yr to Date: \$256,998.9	Yr to Date: \$550,299
Billed V.A.	Collected V.A.	Outstanding V.A.		
\$107,733.80	\$103,296.67	2025 As of 8/05/25		
Yr to Date: \$744,965	Yr to Date: \$675,975.00	\$123,965.80		
		2024 As of 8/05/25		
		\$1,334.00		

NOTES:

CURRENT ROSTER EMPLOYEE ROSTER

Number / Job Status	Licensure	Name	Status		Number/ Job Status	Licensure	Name	Status
Full-Time Staff					Part-Time Staff			
1	FT Director	Chief Tim Adler			23	PT	Paramedic/CC	
2	FT Admin. Asst.	Christi Anderson			24	PT	Paramedic/CC	
3	FT Bookkeeping	Candi Maas			25	PT	Paramedic	Allen Sheston
4	FT Paramedic/CC	Dep Chief Adam Robarge			26	PT	Paramedic	Josh Wilcox
5	FT Paramedic/CC	C.L. Brandon Sibert	A-Shift		27	PT	Paramedic	Tyler Hoerres
6	FT Paramedic/CC	C.L. Chris Brigson	B-Shift		28	PT	Paramedic	Jon Ghinazzi
7	FT Paramedic/CC	C.L. Jeremy Becker	C-Shift		29	PT	Paramedic	Emily Bertram
8	FT Paramedic/CC	Mitch Larkin	C-Shift		30	PT	Paramedic	
9	FT Paramedic/CC	Michael Forlines	A-Shift		31	PT	Paramedic	
10	FT Paramedic/cc	Morgan Scharlau	B-Shift		32	PT	AEMT	Chris Prindiville
11	FT AEMT	Stacy Larkin	C-Shift		33	PT	AEMT	
12	FT AEMT	Stacey Zellmer	A-Shift		34	PT	AEMT	
13	FT Paramedic	Dawson Dean	B-Shift		35	PT	EMT	Rostislav Yerokhin
14	FT Paramedic/CC	Lisa Hart	A-Shift		36	PT	EMT	Ben Ramos Mendoza
15	FT Paramedic	Jenna Quackenbush	C-Shift		37	PT	EMT	Kerry Ely
16	FT Paramedic	Brandon Maurico	C-Shift		38	PT	EMT	Shana Adams
17	FT Paramedic	David Smith	B-Shift		39	PT	EMT	Genevieve Janczak
18	FT Paramedic	Katie Karper	B-Shift		40	PT	EMT	Hannah Benson
19	FT Paramedic	Mara Goede	A-Shift		41	PT	EMT	Kahla Jorgensen
20	FT Paramedic/CC	James Barloon	C-Shift		42	PT	EMT	Lydea Cook
21	FT Paramedic/CC	Jeffrey Cain	A-Shift		43	PT	EMT	
22	FT		B-Shift		44	PT	EMT	

Monthly Invoices July 2025

ACCT #	DATE	DESCRIPTION & INVOICE #	CREDIT CARD YES	AMOUNT
2900	7/1/2025	DAS Health Inv. 113389 (ACH payment)		\$432.36
3100	6/16/2025	Quill Inv. 44544763		\$443.94
2900	6/25/2025	Don's Plumbing Inv. S22837		\$185.00
3400	6/30/2025	Mississippi Welders Inv. 1923382		\$12.60
2900	6/15/2025	Mark Adler Inv. 443573		\$800.00
3402	7/2/2025	Medline Inv. 2377469610		\$1,063.82
2230	7/1/2025	Lynxx Networks		\$690.69
3400	6/30/2025	Napa Inv. 658244		\$272.94
2210	7/2/2025	Alliant Energy		\$2,749.47
2900	7/4/2025	Nsure Inv. 09125 (ACH payment)		\$741.57
3401	7/7/2025	Kwik Trip		\$4,979.25
3402	6/19/2025	Zoll Medical Inv. 4225789		\$2,831.46
2900	6/10/2025	John Fabick Tractor Co. Inv. SIEP0015312		\$2,608.43
2220	7/3/2025	City W&S		\$253.67
3402	6/30/2025	Bound Tree Inv. 85826349		\$3,595.60
3500	6/27/2025	Larkin's Inv. 90238		\$80.57
3500	6/30/2025	Larkin's Inv. 90257		\$130.90
3500	7/1/2025	Everest Inv. P07991		\$512.46
3400	7/2/2025	Mississippi Welders Inv. 523834		\$211.00
2230	6/23/2025	First Net Inv. 287303615675X07012025		\$382.49
3402	7/2/2025	Bound Tree Inv. 85830039		\$38.29
3402	7/8/2025	Bound Tree Inv. 85835833		\$347.73
2900	7/14/2025	Tri State Business Machines Inv. 632344		\$112.34
3400	7/17/2025	Filter Buy Order No. 3691009	X	\$786.86
2900	7/21/2025	Canon Financial Services Inv. 41535916		\$89.27
3400	7/16/2025	Mississippi Welders Inv. 523878		\$147.57
3400	7/7/2025	Macqueen Inv. P51464		\$262.34
2200	7/9/2025	WE Energies		\$264.56
2100	7/23/2025	Cram's Computer Center Inv. 6462		\$628.49
3400	7/16/2025	Quill Inv. 44917614		\$160.57
3402	7/17/2025	Bound Tree Inv. 85847763		\$2,373.35
				\$28,189.59

Tomah Public Library Department Operations

July 2025 checkouts : Physical checkouts: 5525: E-books: 2240 **TOTAL= 7765**

Adult Department Events

July 18 6:00 pm: Yarn-spinning demonstration

July 20 3:00 pm: Movie for grownups

June 2 through August 30: Summer Reading Challenge (reading logs can be found on our website, Tomahpubliclibrary.org).

Note: coming in September: Manhattan Short Film Festival 9-25-25 to 10-05-25

Children's Department Events

July 3 Stained Glass Sidewalk Art 5pm- 7pm

July 10, 8:15 am – 8:45 am: “Words and Wiggles” with Mr. Dave

July 11, 3 pm – 5 pm: Teen Book Club

July 17, 8:15 am – 8:45 am “Donut Storytime”

July 24, 6:00 pm: Jurassic Park

Tuesdays in July, 12 pm: Lunch Bunch storytime (begins June 17)

Tuesdays (ongoing) Legos at the Library 5 pm - 7 pm

Wednesdays in July 5 pm - 7 pm: Pokemon Club **ALSO** Saturday, July 26 10am- 12pm

Storytimes: Mondays @ 6:30 pm: Tuesdays @ 10 am or 11:15 am: Wednesdays (Babytime) @ 10am

Director's notes:

-Summer Reading programs/ challenges for adults and children are winding down. We encourage all participants to turn in their completed reading logs.

-Library water drainage project: The landscaping part of the project is anticipated to begin the week of August 18, 2025. Please feel free to stop by the Library to grasp the extent of the project.

Respectfully submitted,

Irma Keller, Director Tomah Public Library

DEPARTMENT OPERATIONS

**City of Tomah's Dept. of
SENIOR & DISABLED SERVICES**

608-374-7476 Fax: 608-374-7462
pbuchda@tomahwi.gov

MISSION STATEMENT

**The City of Tomah's Senior & Disabled Services
Department's mission is to offer ongoing programs
and services**

*(in the areas of recreation & leisure activities, and in educational
& health programs)*

**and senior meals on a regular basis in a safe place for
Tomah's citizens**

(especially our senior and disabled people).

**Kupper-Ratsch Senior Center
A Community Gathering Place**

1002 Superior Ave. Tomah, WI. 54660
Facebook page – **Tomah Senior Center**

Tomah Timberwolves  **Credo**
by Del Goetz

Respect the elders. Teach the young.
Cooperate with the pack.
Play when you can. Hunt when you must.
Rest in between.
Share your affections. Voice your feelings.
Leave your mark.



WELCOME TO THE KUPPER-RATSCH SENIOR CENTER

Are you looking for a place to meet people and/or for you and/or
your friends/family to get together to play cards and/or other games?

Come in and join us!

I encourage people to stop down and visit with us, check us out and
take a tour of the senior center.

We have a nice place with friendly people, and it is warm in the
winter cold and cool in the summer heat.

Kupper-Ratsch Senior Center



Front entry on Superior Avenue



Back entry across alley from WWTC parking lot.

A Community Gathering Place

1002 Superior Ave. Tomah, WI. 54660

“Come on down and join us!”



DEPARTMENT OPERATIONS



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT

This report is a communication tool to keep you all updated.



From the Editor

LIFE INSTRUCTION

"Do all the good you can,
By all the means you can,
In all the ways you can,
In all the places you can,
At all the times you can,
To all the people you can,
As long as you ever can.

~John Wesley

**AUGUST
2025**



"Hello" from Pam

The **purpose of life** is to live it,
to taste experience
to the utmost, to
reach out eagerly
and without fear
for newer and
richer experience.
~ Eleanor Roosevelt

THE FOUR-WAY TEST

Of all the things we think,
say, or do...

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOOD WILL & BETTER FRIENDSHIPS**?
4. Will it be **BENEFICIAL** to all concerned?

~Rotary International

"Do battle against prejudice and discrimination whenever you find it." ~Author Unknown

"The **purpose of activities** is not to
kill time, but to make time live.
Not to keep a person occupied,
but to keep him/her refreshed.
Not to offer an escape from life,
but to provide a discovery for life".

~Author Unknown

**"Here at the Senior Center,
we are all about making friends,
being friends, keeping friends, and
spending time with friends."**

~Pam Buchda

"Happiness is not a destination.
It is a method of life."

~Burton Hills

"Laugh Often~ Live Well~ Love
Much"

~Author Unknown

Everyday... What are 3 things you
are grateful for?

Hello Everyone,

Can't believe it is already August - the last month of summer. I will be sad to see the end of the DTN summer concerts for the year. I really enjoy them!

Just think... seven years ago - August 2018 - was my first newsletter for this department.

-We have **free crochet thread/yarn and embroidery supplies** that were donated. Please see Pam or Paulette if interested. The plastic canvas craft items and the regular yarn all found new homes.

NEWSLETTERS AVAILABLE



1) Due to budget constraints, we are looking at printing the activity calendar every month. However, **if you would like one by email**, we can do that **every month**. You just need to **send an email with your request and contact information - to pbuchda@tomahwi.gov**

2) The goal is to have the newsletters ready by the last Thursday or Friday of the month for the next month.



3) If you have something you would like to put in the next newsletter, please submit, in writing or e-mail to pbuchda@tomahwi.gov by the 15th of this month for future newsletter(s).

The **articles I selected to share with you** for this month in the newsletter are... *Five Early Warning Signs of Alzheimer's; Living Better - Blood Sugar & Eating; 'Japanese Walking' Technique; Women's Equality Day; Anniversary of "I have a Dream" Civil Rights March; Senior Citizens Day; Perseid Meteor Shower; and Geocaching.*

I am **also sharing information** as newsletter inserts... *Photo Album Pages; ADRC of Monroe County Senior Dining Sites Menu & Nutrition Handout.*

We are working on fundraising and lining up volunteers for the **Annual COMMUNITY HALLOWEEN PARTY** that is on Halloween - October 31st. We have 13 games, games prizes, trick or treat bags and candy, costume judging and winner plaques & trophies. See Pam with donations and/or for volunteer opportunities.

We are also working on fundraising for the senior center - the **Annual ART & CRAFT FAIR** on Saturday, November 22, 2025. We need craft items and baked goods for the senior center booth. We also need volunteers for set-up, clean-up, lunch counter, and more.

LABOR DAY



The Senior Center & Meal Site
will be **CLOSED on**
Monday, September 01, 2025 - LABOR DAY holiday.

DEPARTMENT OPERATIONS



KUPPER-RATSCH SENIOR CENTER ATTENDANCE


NOTES: Did Not Take Daily Attendance Before COVID. Senior Center closed due to COVID from March 17, 2020 to June 15, 2020 (3 months). Masks required thru June 2021. Meal Site closed due to COVID from March 17, 2020 to July 26, 2021 (1 1/3 years) Masks optional. They did do in-home meal deliveries & pick-up meals during closed meal site.

Month	#Usage	Vol.s	Days/Evenings Open	Month	#Usage	Vol.s	Days/Evenings Open
January				July			
2025	1,795+	202+	24-01 Sun.,14 Eve.& 01 Sat.	2025	1,974+	219+	24-01 Sun.,16 Eve.& 01 Sat.
2024	1,487+	206+	25-01 Sun.,04 Eve.& 01 Sat.	2024	1,620+	175+	20-01 Sun.,08 Eve.& 01 Sat.
2023	1,387+	187+	23-01 Sun.,04 Eve.& 01 Sat.	2023	1,741+	203+	24-03 Sun.,01 Eve.& 01 Sat.
2022	856+	93+	24-01 Sun.,01 Eve.& 02 Sat.	2022	1,215+	161+	21-01 Sun.,05 Eve.& 00 Sat.
2021	407	21+	20-00 Sun.,02 Eve.& 01 Sat.	2021	1,078+	71+	21-01 Sun.,05 Eve.& 01 Sat.
			Masks Required	<i>07-26-21</i>	<i>MealSite</i>	<i>Reopen</i>	Masks Optional
2020	---	---	25-01 Sun.,02 Eve.& 01 Sat.	2020	586+	69+	24-01 Sun.,02 Eve.& 01 Sat.
	Did not	take	attendance before COVID				Open with Precautions
February				August			
2025	1,688+	214+	24-02 Sun.,14 Eve.& 02 Sat.	2025	+	+	23-01 Sun.,02 Eve.& 01 Sat.
2024	1,847+	271+	27-04 Sun.,10 Eve.& 02 Sat.	2024	1,738+	190+	26-02 Sun.,09 Eve.& 02 Sat.
2023	1,626+	207+	21-01 Sun.,02 Eve.& 01 Sat.	2023	2,201+	239+	28-03 Sun.,02 Eve.& 02 Sat.
2022	1,039+	111+	19-00 Sun.,02 Eve.& 00 Sat.	2022	1,486+	202+	25-01 Sun.,04 Eve.& 01 Sat.
2021	383+	20+	20-00 Sun.,01 Eve.& 01 Sat.	2021	1,253+	139+	24-01 Sun.,04 Eve.& 01 Sat.
			Masks Required	2020	620+	74+	24-01 Sun.,02 Eve.& 02 Sat.
2020	---	---	22-01 Sun.,01 Eve.& 01 Sat.				Open with Precautions
	Did not	take	Attendance before COVID				
March				September			
2025	1,976+	208+	22-02 Sun.,11 Eve.& 01 Sat.	2025	+	+	xx-xx Sun., xx Eve.& xx Sat.
2024	1,902+	241+	25-02 Sun.,14 Eve.& 02 Sat.	2024	1,524+	166+	22-01 Sun.,05 Eve.& 01 Sat.
2023	2,349+	263+	26-01 Sun.,06 Eve.& 02 Sat.	2023	1,927+	208+	24-03 Sun.,06 Eve.& 01 Sat.
2022	1,390+	138+	24-01 Sun.,05 Eve.& 00 Sat.	2022	1,332+	170+	22-01 Sun.,06 Eve.& 01 Sat.
2021	617+	37+	23-00 Sun. 01 Eve.& 01 Sat.	2021	1,134+	112+	23-01 Sun.,08 Eve.& 01 Sat.
			Masks Required	2020	595+	59+	23-01 Sun.,03 Eve.& 01 Sat.
2020	---	---	16-00 Sun.,00 Eve.& 00 Sat.				Open with Precautions
			17 th Closed d/t COVID				
April				October			
2025	2,137+	231+	24-01 Sun.,14 Eve.& 01 Sat.	2025	+	+	xx-xx Sun., xx Eve.& xx Sat.
2024	1,872+	255+	26-03 Sun.,08 Eve.& 01 Sat.	2024	2,670+	270+	27-3 Sun.,12-23 Eve.& 1 Sat.
2023	1,870+	232+	26-01 Sun.,06 Eve.& 02 Sat.	includes	Hallowe	enParty	<i>Start include LIFE in evening.</i>
2022	1,340+	138+	21½-1 Sun.,09 Eve.& 00 Sat.	2023	2,370+	282+	26-03 Sun.,11 Eve.& 01 Sat.
2021	689+	43+	21-00 Sun.,01 Eve.& 01 Sat.	2022	1,736+	244+	21-1 Sun.,07 Eve.& 01 Sat.
			Masks Required	2021	1,410+	142+	24-2 Sun.,08 Eve.& 01 Sat.
2020	---	---	00-00 Sun., 00 Eve.& 00 Sat.	2020	602+	71+	25-1 Sun.,03 Eve.& 02 Sat.
			Closed d/t COVID				Open with Precautions
May				November			
2025	2,031+	225+	22-01 Sun.,07 Eve.& 01 Sat.	2025	+	+	xx-xx Sun., xx Eve.& xx Sat.
2024	1,758+	246+	24-01 Sun.,03 Eve.& 01 Sat.	2024	1,785+	226+	24-03 Sun.,13 Eve.& 02 Sat.
2023	1,898+	247+	24-01 Sun.,04 Eve.& 01 Sat.	2023	1,862+	236+	25-03 Sun.,07 Eve.& 02 Sat.
2022	1,426+	128+	22-01 Sun.,07 Eve.& 00 Sat.	2022	1,322+	228+	21-01 Sun.,05 Eve.& 01 Sat.
2021	657+	37+	20-00 Sun.,03 Eve.& 01 Sat.	2021	1,101+	122+	20-01 sun.,05 Eve.& 01 Sat.
			Masks Required	2020	510+	76+	20-00 Sun.,01 Eve.& 01 Sat.
2020	---	---	00-00 Sun.,00 Eve.& 00 Sat.				Open with Precautions
			Closed d/t COVID				
June				December			
2025	1,902+	206+	22-01 Sun.,04 Eve.& 01 Sat.	2025	+	+	xx-xx Sun., xx Eve.& xx Sat.
2024	1,588+	212+	23-01 Sun.,04 Eve.& 02 Sat.	2024	1,574+	230+	21-00 Sun.,10 Eve.& 01 Sat.
2023	1,795+	224+	25-01 Sun.,01 Eve.& 02 Sat.	2023	1,644+	242+	21-01 Sun.,03 Eve.& 01 Sat.
2022	1,461+	162+	23-01 Sun.,06 Eve.& 00 Sat.	2022	1,230+	219+	21-00 Sun.,06 Eve.& 01 Sat.
2021	965+	44+	22-01 Sun.,06 Eve.& 01 Sat.	2021	1,006+	88+	22-01 Sun.,05 Eve.& 01 Sat.
			Masks Required	2020	452+	48+	22-00 Sun.,01 Eve.& 01 Sat.
2020	270+	26+	14-01 Sun.,02 Eve.& 00 Sat.				Open with Precautions
			15 th Reopen w/Precautions				
				TOTAL			
			Newsletter is done before end of month.	2025	+	+	
				2024	21,365+	2,688+	
				2023	22,670+	2,770+	
				2022	15,833+	1,994+	
				2021	10,700+	876+	
				2020	3,635+	423+	
							Jun15 thru December 31

NOTE: We do not always see/know how many people are in some evening &/or weekend activities or coming to the Traveling Office Hours, using the Giving Closet or the Library, or the Reading Table, Etc. We can tell, later, that these services have been used, but not by how many people. So, we use the + sign to denote that, above the numbers recorded, additional people have used our services.



DEPARTMENT OPERATIONS


SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT		<p>Listed are the City of Tomah's Senior & Disabled Services Department's categories for goals and the main long-range goal(s) for each category, as well as a monthly update in each category.</p> <p>Throughout the year, the Senior & Disabled Services Director has "mini"/short-term goals for each of the categories to help reach the main goals. As short-term goals are met and as new opportunities and information arise throughout the year, new "mini" goals are developed.</p>
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DEPARTMENT OPERATIONS



01	RECREATION & LEISURE ACTIVITIES/GATHERING PLACE GOAL(S): To maintain & grow programs, services, & community events for the senior center.
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ACTIVITIES/ EVENTS	<p>-Activities & events are listed in our monthly newsletter, on the big "daily" board in senior center, and on the 'Tomah Senior Center' Facebook page.</p> <p>-If you have suggestions or a particular interest you would like to see happen, please share it with Pam at the senior center or at pbuchda@tomahwi.gov or 608-374-7476.</p>
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COFFEE TIME & VISITING

	<p>DATE: Monday through Friday, except holidays TIME: 9:00am (coffee on pretty much all day) COST: Free (coffee & coffee cart donations accepted)</p>	<p>Come and join us for coffee and visiting. Good People-Good Place</p>
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PUZZLE TABLE

 We accept donations of puzzles	<p>We have a table with a community jigsaw puzzle being put together. Everyone is welcome to work on it. We have puzzles that can be borrowed and returned.</p>	 We frame some of the puzzles and use them as a fundraiser.
--	---	---

OUTDOOR 'Courtyard' AREA


	<p>In the spring, summer & autumn, we have a green picnic table outside by the back door with a shade umbrella with it. People are welcome to sit outside & visit or play games.</p>	 Thank you Frank G. Andres Charitable Trust for the grant.
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READING TABLE


	<p>We have a "reading table" with articles, newspapers, and magazines. Newspapers stay here to read, and magazines may be taken home.</p>	<p>Please feel free to use the magnifier machine for reading that is on the reading table.</p>
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"A book is a Dream that you hold in your hand." ~ Neil Gaiman

LIBRARY

	<p>We have a nice, small library here. We loan books out free of charge. Just return the books when you are done, so someone else can read them. We accept donations of books.</p>	<p>"The more that you read, the more things you will know. The more you learn, the more places you'll go." ~Dr. Seuss</p>
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iPADS & WiFi

<p>We have iPads people can use here.</p> 	<p>We have WiFi here at the senior center. DAYS: When open. TIME: When open. PLACE: Kupper-Ratsch Senior Center COST: Free to use.</p>	<p>If you wish to learn how to use iPads, let Pam know and she will work on getting a volunteer lined up to help you learn.</p>
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DEPARTMENT OPERATIONS
SENIOR & DISABLED
SERVICES DEPARTMENT
MONTHLY REPORT



**READY,
SET ...
GOALS!**

DEPARTMENT OPERATIONS

01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued...

GAMES:

BINGO



DATE: Mondays, Thursdays & Fridays
TIME: 1:00pm (*set-up at 12:30*)
PLACE: Kupper-Ratsch Senior Center
COST: 50 cents a card
SPONSOR(S): People who are playing

VOLUNTEER CALLERS:
 June Abbott, Mary Boettcher,
 Dan Burton; Becky Fitzpatrick,
 Richard Gegenfurtner, Marvin
 Henricks, & Siegrun Horst.

BINGO BASH



DATE: 2nd Monday
TIME: 1:00pm (*set-up at 12:30*)
PLACE: Kupper-Ratsch Senior Center
COST: Free (play 1 card)

SPONSOR(S): People who
 donated items.
VOLUNTEERS: Same
 as regular bingo

BRIDGE



DATE: 2nd Tuesday
TIME: 1:00pm
PLACE: Kupper-Ratsch Senior Center
COST: FREE

VOLUNTEER(S):
 People from the group

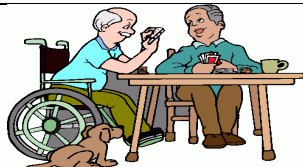
EUCHRE



DATE: Tuesdays
TIME: 1:00pm (*set-up at 12:30*)
PLACE: Kupper-Ratsch Senior Center
COST: \$2
 (10 cents a bump, & 25 cents bump if go alone & don't win)

SPONSOR(S): People who
 are playing.
VOLUNTEERS:
 People from the group

GAMES OF CHOICE



DATE: Tuesdays
TIME: 12:15pm
PLACE: Kupper-Ratsch Senior Center
COST: FREE
VOLUNTEERS: People from the group

Group chooses games,
 could be... Phase 10,
 Checkers, Uno, Dominos,
 Scrabble, Sequence, Skip
 Bo, Wizard, Yahtzee, Etc.

PFEIFFER



DATE: Tuesdays
TIME: 12:00 to 12:50 (*before Euchre starts*)
PLACE: Kupper-Ratsch Senior Center
COST: FREE

VOLUNTEERS:
 People from the group

PINOCHLE



DATE: Wednesdays
TIME: 12:30pm
PLACE: Kupper-Ratsch Senior Center
COST: FREE

VOLUNTEERS:
 People from the group



DEPARTMENT OPERATIONS

SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT


**READY,
SET ...
GOALS!**

01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

MEN'S SHED CLUB

What do men need to be active, engaged, sharing skills, having fun, and making contributions?
What opportunities would you like to see in your community?


DATE: 4th Tuesday – August 26, 2025

TIME: 12:30-1:15 Free Lunch

RSVP to reserve lunch by 15th.

RSVP: ADRC-La Crosse County **608-785-5700**
TIME: 1:30pm–2:30 Program

TOPIC & SPEAKER(S): “A Farmer Goes to War” By Jarrod Roll, Director, Monroe County Local History Room & Museum

PLACE: Kupper-Ratsch Senior Center

SPONSORS:

 ADRC-Monroe County
608-269-8690

 VA Caregiver Support/
 Veteran Community
 Partnerships

608-372-3971 x66279

**QUESTIONS?/NEED
TRANSPORTATION?**

 Kristine at 608-386-0922 or
 kmeyer@lacrossecounty.org

CREATIVE GROUPS

BASKET WEAVING CLASS

Limit of 16 to a class.



gg82070917 GoGraph.com

DATE: 3rd Monday, except in 2025 August 25 & Sept. 29

TIME: 10:30am to 3:30pm

PLACE: Kupper-Ratsch Senior Center

COST: For supplies \$

Cost for supplies will vary from class to class depending on the basket style being done.
VOLUNTEER INSTRUCTOR: Rose Berry

See newsletter ‘photo insert’ for picture of basket(s) being done this month.

SIGN-UP: To Sign-up, & to cancel, contact staff in person at senior center or at pbuchda@tomahwi.gov or 608-374-7476.

 If **cancelling after 4:30pm on Friday or the weekend before** Basketing Weaving Class **Monday (3rd Monday)**, contact Rose 608-374-2120.

QUILTING GROUP


People who sew & quilt are welcome.
DATE: 1st & 3rd Wednesdays

TIME: 10:30am to 3:30pm

Bring your own lunch or sign up ahead of time for the county's nutrition site meal.
PLACE: Kupper-Ratsch Senior Center

COST: Free. Bring your sewing machine & projects, enjoy fellowship and exchange of ideas.

VOLUNTEERS: People from the group

People who crochet, embroider & knit are also welcome.

SEWING DIVAS QUILTING GROUP


People who sew & quilt are welcome.
DATE: 2nd & 4th Wednesdays

TIME: 10:30am to 3:30pm

Bring your own lunch or sign up ahead of time for the county's nutrition site meal.
PLACE: Kupper-Ratsch Senior Center

COST: Free. Bring your sewing machine & projects, enjoy fellowship and exchange of ideas.

VOLUNTEERS: People from the group

People who crochet, embroider, knit paint, etc., are also welcome.



DEPARTMENT OPERATIONS



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT


**READY,
SET...
GOALS!**
01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

GROUP MEETINGS:

TOMAH'S GREAT HOLIDAY SHOPPING HUNT (TGHSH)



DATE: 1st Tuesday Planning meetings
(January, March, May, July, Sept., Nov.)
TIME: 4:30pm
PLACE: Kupper-Ratsch Senior Center
CONTACT: Pam Buchda
608-374-7476 pbuchda@tomahwi.gov



SPECIAL NEEDS ADVISORY GROUP

MISSION STATEMENT: To provide an opportunity for the special needs community to have a fun time together/ social opportunities, and their caregivers' opportunities for support, education, and networking.



DATE: 1st Tuesday Planning meetings
(January, March, May, July, Sept., Nov.)
TIME: 5:30pm
PLACE: Kupper-Ratsch Senior Center

CONTACT: Pam Buchda
608-374-7476
pbuchda@tomahwi.gov

TOMAH PUBLIC HOUSING AUTHORITY



DATE: 2nd Wednesday
TIME: 5:30pm
PLACE: Kupper-Ratsch Senior Center
CONTACT: Housing Director 608-374-7455

Office:
107 E. Milwaukee St.
Tomah, WI. 54660

AM VETS

Murphy Post 2180



Tomah

DATE: 3rd Saturday
TIME: 4:30pm
PLACE: Kupper-Ratsch Senior Center
VOLUNTEERS: People from the group
CONTACT: amvets2180@gmail.com

-Don Vander Molen, VAVS
Representative: 262-391-9505
-Glenn Gallagher, Deputy
Representative: 608-344-1679

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN



empowering women since 1881

DATE: 4th Tuesday, except Dec. & March
Does not meet in June-July-August.
TIME: 5:30pm to 8:00pm
PLACE: Kupper-Ratsch Senior Center
CONTACT: Pam Buchda, President
608-374-7476 pbuchda@tomahwi.gov

AAUWTomah@gmail.com

BOARD MEETINGS:

DATE: 4th Tuesday
TIME: 4:30pm-5:30pm
PLACE: Senior Center

TOMAH CONCERT ASSOCIATION




DATE: As scheduled
TIME: As scheduled
PLACE: Kupper-Ratsch Senior Center
or Tomah High School Band room


CONTACT:
Audrey 608-372-0859
Or
Bonnie 608-823-7133



	DEPARTMENT OPERATIONS SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT	 READY, SET... GOALS!
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01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued
MUSIC PROGRAMS:



	<p>Do you know of any musicians? Would you recommend them? If so, please share with me their names & contact information. I will investigate booking them here. Thanks, from Pam.</p>
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LIVE MUSIC AT THE SENIOR CENTER

<p>COST: Free</p>  <p><i>"Local Pianist with music to sit back, relax and enjoy"</i></p>	<p style="text-align: center;"><u>MICHAEL SLATER</u></p> <p>DATE: Friday, August 01, 2025 TIME: 10:15am to 11:15am PLACE: Kupper-Ratsch Senior Center SPONSORS: Volunteers his Time & Talents</p>	
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	<p style="text-align: center;"><u>KATE McCLAIN ROBERTS</u></p> <p>DATE: Friday, August 08, 2025 TIME: 10:15am to 11:15am PLACE: Kupper-Ratsch Senior Center SPONSORS: Peter & Patricia Infalt; Carol Myers; & Mary Siber</p>	<p>COST: Free</p>  <p><i>"A little bit of everything..."</i></p>
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<p>COST: Free</p>  <p><i>"Wisconsin Harper & Singer with themed programs"</i></p>	<p style="text-align: center;"><u>SHARI SARAZIN</u></p> <p>DATE: Friday, August 15, 2025 TIME: 10:15am to 11:15am PLACE: Kupper-Ratsch Senior Center SPONSORS: Kayla Seitz, Heartline Counseling & Consult</p>	
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	<p style="text-align: center;"><u>SKIP JONES</u></p> <p>DATE: Friday, August 22, 2025 TIME: 10:15am to 11:15am PLACE: Kupper-Ratsch Senior Center SPONSORS: Mary Jo Handy; Jim & Terry Jefferson; Carol Myers; Nellie Pater; Dale Roberts;</p>	<p>COST: Free</p>  <p><i>"Folksinger/Storyteller/Songwriter"</i></p>
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<p>COST: Free</p>  <p><i>"Singer/Songwriter - Ballads, Folk, & Maritime music"</i></p>	<p style="text-align: center;"><u>TOM KASTLE – New to us!</u></p> <p>DATE: Friday, August 29, 2025 TIME: 10:15am to 11:15am PLACE: Kupper-Ratsch Senior Center SPONSORS: Pam Buchda</p>	
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LOOKING AHEAD...

	<p style="text-align: center;"><u>BLAINE HACKETT</u></p> <p>DATE: Friday, September 05, 2025 TIME: 10:15am to 11:15am PLACE: Kupper-Ratsch Senior Center SPONSORS: Volunteers his time & talents</p>	<p>COST: Free</p>  <p><i>"Eclectic set list – Celtic, country, & music from Beatles to Ed Sheeran"</i></p>
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DEPARTMENT OPERATIONS

SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



**READY,
SET ...
GOALS!**

DEPARTMENT OPERATIONS

01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

SENIOR & DISABLED SERVICES DEPT. POSSIBLE PROGRAMS

DO YOU HAVE AN INTEREST & WOULD LIKE TO SEE A GROUP STARTED

This is your Senior Center... What would you like? We are open to ideas & interests. If you have **suggestions or a particular interest** you would like to see happen, please share it with Pam at the senior center or at pbuchda@tomahwi.gov or 608-374-7476. Clip Boards for sign-up of these activities listed on this page are in Pam's office.

CANASTA



DATE: Wednesdays
TIME: 1:00pm
PLACE: Kupper-Ratsch Senior Center

COST: Free
VOLUNTEERS:
People from the group

CHESS



DATE: Wednesdays
TIME: 1:00pm
PLACE: Kupper-Ratsch Senior Center

COST: FREE
VOLUNTEERS:
People from the group

CRAFTS



DATE: Thursdays or Fridays
TIME: 1:00pm or 1:45pm or ?
PLACE: Kupper Ratsch Senior Center
COST: Free, but you provide your own supplies
VOLUNTEER FACILITATOR: ?



CRIBBAGE



DATE: Wednesdays
TIME: 1:00pm
PLACE: Kupper-Ratsch Senior Center

COST: Free
VOLUNTEERS:
People from the group

HAND & FOOT



DATE: Wednesdays
TIME: 1:00pm
PLACE: Kupper-Ratsch Senior Center

COST: FREE
VOLUNTEERS:
People from the group

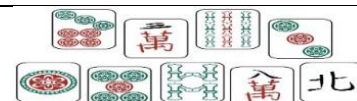
KNITTING/CROCHETING



DATE: Wednesdays or Fridays
TIME: 1:00pm or 1:45pm or ?
PLACE: Kupper Ratsch Senior Center
COST: Free, but you provide your own supplies

**VOLUNTEER
INSTRUCTOR(S):** ?

MAHJONG



DATE: Wednesdays
TIME: 1:00pm
PLACE: Kupper-Ratsch Senior Center

COST: FREE
VOLUNTEERS:
People from the group



DEPARTMENT OPERATIONS



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



**READY,
SET...
GOALS!**

01 RECREATION & LEISURE ACTIVITIES/GATHERING PLACE, continued

SENIOR & DISABLED SERVICES DEPT. POSSIBLE PROGRAMS

DO YOU HAVE AN INTEREST & WOULD LIKE TO SEE A GROUP STARTED

STAMP CRAFT



DATE: Wednesdays or Fridays
TIME: 1:00pm or 1:45pm or ?
PLACE: Kupper Ratsch Senior Center
COST: Free, but you provide your own supplies

We have a lot of stamps to use.
VOLUNTEER FACILITATOR: ?

TATTING GROUP



DATE: Wednesdays or Fridays
TIME: 1:00pm or 1:45pm or ?
PLACE: Kupper Ratsch Senior Center
COST: Free, but you provide your own supplies

VOLUNTEER INSTRUCTOR: ?

02 EDUCATIONAL & HEALTH PROGRAMS

GOAL(S):

To maintain and grow programs/guest speakers at the Senior Center on educational, health, and assistance programs/services.

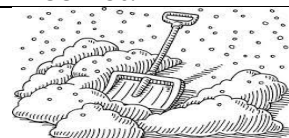


COMMUNITY RESOURCE CONTACT INFORMATION BOOKLETS

See Pam for the booklet and/or information in booklet.

Please share info you have with us...

If you know of "handyman", or people who do lawn care, snow removal, and/or personal care, house cleaning, etc., please share with Pam their names & contact information. We will add them to the Resource Contacts Information Booklet.



EDUCATIONAL PROGRAMS:

AMERICAN SIGN LANGUAGE (ASL) STUDY GROUP

ASL



DATE: Thursdays
TIME: 10:15am – 11:15am
COST: Free
PLACE: Kupper-Ratsch Senior Center
VOLUNTEER FACILITATOR: John Berry

This is for beginners, as well as those who know ASL and want to keep up their skills.

iPADS & WiFi

We have iPads people can use here.



We have **WiFi** here at the senior center.
DAYS: When open.
TIME: When open.
PLACE: Kupper-Ratsch Senior Center
COST: Free

If you wish to learn how to use iPads, let Pam know and she will get a volunteer lined up to help you learn.



DEPARTMENT OPERATIONS

SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT


**READY,
SET...
GOALS!**

02 EDUCATIONAL & HEALTH PROGRAMS, continued...

SUPPORT PROGRAMS:

NUTRITION HEALTH SUPPORT GROUP



DAYS: Mondays
TIME: 10:05am
PLACE: Kupper-Ratsch Senior Center
COST: Free

Often when we try to lose weight and/or to eat healthy, we need someone to be accountable to – that's what this group is to assist with.

VETS CAREGIVER SUPPORT GROUP



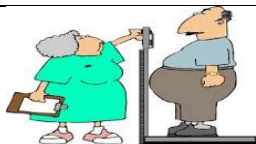
U.S. Department of Veterans Affairs
 Veterans Health Administration

DATE: Second & Fourth Mondays
TIME: 1:00pm – 2:30pm
PLACE: Kupper-Ratsch Senior Center
COST: Free
SPONSOR(S): VA Medical Center

CONTACT:
 Barbara Iwanowicz
 Barbara.Iwanowicz

@va.gov
 or 608-372-3971 x64441

WEIGH-IN



DAYS: Mondays thru Fridays
TIME: 8:30am to 4:30pm (*just come in, or call Pam & set up a day & time*)
PLACE: Kupper-Ratsch Senior Center
COST: Free

Often when we try to lose weight, we need someone to be accountable to.

Pam is willing to be your person to weigh you weekly at the senior center.

'Every accomplishment starts with a decision to try.' ~ Unknown

EXERCISE / HEALTH PROGRAMS:

WELLNESS EXERCISE



DATE: Mondays, Wednesdays, & Fridays
TIME: 9:00am to 10:00am
PLACE: Kupper-Ratsch Senior Center
COST: Free
VOLUNTEER FACILITATOR(S):
 Sandi Bloom & people in group

We have cardio-drumming equipment, weights, balls, stretch bands, & steps to use.



LINE DANCING



DATE: Tuesdays & Thursdays
TIME: 9:00am to 10:00am
PLACE: Kupper-Ratsch Senior Center
COST: Free
VOLUNTEER FACILITATOR:
 Siegrun Horst & people in group

BEGINNER LINE DANCE

DATE: Mondays
TIME: 9:00am-10:00am
COST: Free
PLACE: Senior Center

CHAIR YOGA



DATE: Tuesdays & Thursdays
TIME: 9:00am to 10:00am
PLACE: Kupper-Ratsch Senior Center
COST: Free
VOLUNTEERS: Trudi B. & Enid M. & People in group



DEPARTMENT OPERATIONS



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



**READY,
SET...
GOALS!**

02 EDUCATIONAL & HEALTH PROGRAMS, continued...

VISITING OFFICE HOURS - Please stop by & say hi when you see us at the senior center during our "office hours" there.

COFFEE TIME &/or MEMORY SCREENING WITH ADRC DEMENTIA CARE SPECIALIST-TRAVELING OFFICE HOURS



DATE: 2nd Thursday **TIME:** 11:00am-1:00pm
PLACE: Kupper-Ratsch Senior Center
COST: FREE visit during these visiting office hours
CONTACT: Emily Reitz 608-387-9250
 emily.reitz@co.monroe.wi.us



My role is to provide education and information on what dementia is and what it looks like.

COFFEE TIME WITH IGCC, LLC Speech-Language Pathologist TRAVELING OFFICE HOURS

Inter-Generational Communication Consultant

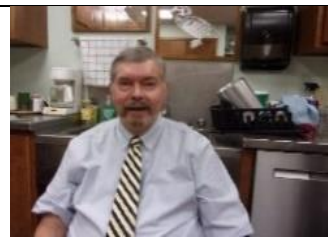
Verbal expression,
comprehension, speech
fluency, precise/accurate
articulation, reading skills.

DATE: 2nd Thursday **TIME:** 11:00am-1:00pm
PLACE: Kupper-Ratsch Senior Center
COST: FREE visit during these visiting office hours
 For hourly or monthly rates for sessions
 & scheduling, call or text 406-560-1610
CONTACT: Kim Stavlo, MS, CCC, SLP (Speech-
 Language Pathologist) Text 406-560-1610

After school and early
evening 50-minute sessions
available. Attendance of
target student plus one
consistent and reliable
family/grandparent/friend
required every session.

My role is to provide education and information on what speech language pathology is and what/how it can help.

BETTER HEARING



DATE: 3rd WEDNESDAY
TIME: 9am-1:30am & 2pm-3:30pm
 &/or make an appointment
PLACE: Kupper-Ratsch Senior Center
COST: Set by/with Better Hearing
CONTACT: Tom Vierling at 608-781-6881 or
 1-800-526-3298



COFFEE TIME WITH ST. CROIX HOSPICE Care Transition Coordinator- TRAVELING OFFICE HOURS



DATE: 3rd Thursday **TIME:** 11:00am-1:00pm
PLACE: Kupper-Ratsch Senior Center
COST: FREE visit during these visiting office hours
CONTACT: Janessa Peterson
 608-461-8093 jpeterson@stcroixhospice.com



There when you need us the most.

My role is to provide education and information on what hospice and palliative care is and what it looks like.

COFFEE TIME WITH Tomah Health HOSPICE & PALLIATIVE CARE TRAVELING OFFICE HOURS

Staff take turns here to visit

DATE: 4th Thursday **TIME:** 11:00am-1:00pm
COST: FREE visit during these visiting office hours
PLACE: Kupper-Ratsch Senior Center
CONTACT: 608-374-0250
 SWilliams@tomahhealth.org



My role is to provide education and information on what hospice and palliative care is and what it looks like.

DEPARTMENT OPERATIONS

	SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT	 READY, SET ... GOALS!
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03 **DISABLED/SPECIAL NEEDS SERVICES**

GOAL(S):

- A. MEDICAL EQUIPMENT NEEDS: To continue the Loan Closet free service.
- B. GENERAL NEEDS: To continue Giving Closet free service.
- C. SPECIAL NEEDS: To maintain and grow services for special needs population and their caregivers.
- D. DEMENTIA NEEDS: To continue to be involved in the Healthy Brain Coalition of Monroe County.

LOAN CLOSET

Keeping it clean and organized is a major feat in-of-itself.

	<p>The senior center <i>(depending on donations of items)</i> has medical equipment we loan out free. What we have changes pretty much daily with in-going and out-going equipment.</p> <p>Take care of the items while you use them. Clean them and return items when you are done with them so others may use them.</p> <p>We accept donations of medical equipment, so we have them for people to borrow.</p>	
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LOAN CLOSET USAGE

XX Days of XX Open Days Loan Closet Used & () Ins/Outs Per Month

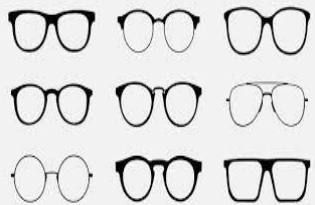

Jan.: 19 of 24 days (44)	Apr.: 20 of 24 days (56)	July: 20 of 24 days (51)	Oct.: xx of xx days ()
Feb.: 19 of 24 days (44)	May: 20 of 22 days (68)	Aug.: xx of xx days ()	Nov.: xx of xx days ()
Mar.: 19 of 22 days (65)	Jun.: 21 of 22 days (55)	Sept.: xx of xx days ()	Dec.: xx of xx days ()

GIVING CLOSET

Keeping it clean and organized is a major feat in-of-itself.

	<p>The senior center <i>(depending on donations of items)</i> has items we give away free of charge.</p> <p>Items may include incontinent products, miscellaneous personal care items <i>(diabetes care, guaze, etc.)</i> and some clothing.</p>	<p>We accept donations for the Giving Closet <i>(no needles or prescription items)</i>.</p>
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LIONS CLUB EYEGLASS & HEARING AID PROGRAM

	<p>The Lions Club of Tomah has a bucket, <i>by the front door under the newsletter magazine wall rack next to the Vet's photo board</i>, at the senior center for people to donate old eyeglasses and hearing aids.</p> <p>At the senior center, we have a basket with donated hearing aid batteries free to take.</p>	
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READING MAGNIFIER FOR VISUALLY IMPAIRED

HELP WITH READING	The magnifier machine for reading is set up for use on the reading table	You are invited to come in and use it.
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	DEPARTMENT OPERATIONS SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT	 READY, SET GOALS!
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03 DISABLED/SPECIAL NEEDS SERVICES, continued...

SPECIAL NEEDS ADVISORY GROUP



Committee formed in last quarter of 2018.
 Shall consist of people with a passion for serving our community's special needs population.
 Terms shall be as long as able and willing to serve. *They Volunteer their time for us.*
DATE: Meets 1st Tuesday every other month (Jan.-Mar.-May-July-Sept.-Nov.)
TIME: 5:30pm **PLACE: Kupper-Ratsch Senior Center.**

MISSION STATEMENT: *To provide an opportunity for the special needs community to have a fun time together/social opportunities, and their caregivers' opportunities for support, education, and networking.*

ALWAYS LOOKING FOR PEOPLE INTERESTED IN OUR MISSION TO JOIN US.

CURRENT ACTIVE MEMBERS

Patty Ambort, Parent/Caregiver
 Ashley Gerke, Handishop Industries Program Manager, CHAIRPERSON.
 Lauri Shumway, Parent/Caregiver, SECRETARY
 Stephanie Squires, Handishop Industries Director of Programming. VICE-CHAIR.
 Renee Stroh, Parent/Caregiver/Retired Educator.

SPECIAL NEEDS OPEN GYM

Limit of 12 people taking the class.



DATE: FRIDAYS **TIME: 10:30am-11:30pm**
PLACE: Kupper Ratsch Senior Center
FACILITATOR: Volunteers & Parents/Caregivers
SIGN UP FOR EACH CLASS: Contact Pam at 608-374-7475
 or pbuchda@tomahwi.gov or stop by the senior center.

COST: FREE
 Special needs exercise class.



PROM DRESSES FOR SPECIAL NEEDS PROM



Will take donations of prom dresses.
 The organization and care of dresses is ongoing.
 (Found a home at the senior center in 2021).

Will loan out prom dresses for regular prom also.

L.I.F.E. After School & L.I.F.E. In Summer

School: 3:30 on Mondays, Wednesdays. & Thursdays (Sept thru May) at the Senior Center.
Summer: 3:00 on Tuesdays, Wednesdays & Thursdays (June & July).



DATE: See above.
TIME: See above
PLACE: Kupper-Ratsch Senior Center
SPONSOR(S): A partnership with Goodwill.

High school age students with special needs learn basic living skills such as interacting with others, community involvement, recreation, shopping, cooking, cleaning, volunteer, etc. *Started here 11-29-2021*



SUNDAY-FUNDAY

Meets 1x monthly for special needs people & their parents/guardians.

DATE: Sunday, August 17, 2025 **TIME: 1:00 to 3:00pm**
PLACE: Butts Lake Park **COST: FREE**

PURPOSE: *Special needs persons for socialization and fun...*
ACTIVITY: Enjoying time with others... Picnic & activities, games, bring fishing stuff, inclusive playground, possible n.a.s.a boat rides.
 and

PURPOSE: *Parents/Caregivers are invited to join us in visiting, support, networking, education, sharing ideas, experiences, and resources.*
TOPICS: Enjoying time with others...sharing experiences & resources.

NOTE: MUST RSVP TO PAM at Senior Center by Thursday before

2025 DATES:

January 19	July 20 1-4
February 16	Aug. 17 1-3
March 16	Sept. 14 1-3
April 13	Oct. 19 1-3
May 18 1-3	Nov. 16 1-3
June 22 1-3	Dec. ---

September thru December dates to be determined after Packer schedule is out.

event - 608-374-7476 or pbuchda@tomahwi.gov

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	<p align="center">DEPARTMENT OPERATIONS <u>SENIOR & DISABLED</u> <u>SERVICES DEPARTMENT</u> <u>MONTHLY REPORT</u></p>	 <p>READY, SET GOALS!</p>
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04 VOLUNTEER PROGRAM

GOAL(S):


To maintain and build the volunteer program according to the needs of the department.

Volunteerism is one of the most selfless acts that we can become involved in!!!

Service Organizations and Nonprofits in the Tomah area (includes the senior center) and around the world need more volunteers to carry out their missions and make the biggest difference possible.



	<p align="center"><u>VOLUNTEER OPPORTUNITIES</u> If interested in below opportunities, CONTACT Pam 608-374-7476 or pbuchda@tomahwi.gov <u>You are needed</u></p>	
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BINGO VOLUNTEERS WANTED in Volunteer Caller Rotation

	<p>DATE: Mondays, Thursdays and/or Fridays TIME: 12:30 set-up / 1:00 Bingo PLACE: Kupper-Ratsch Senior Center</p>	<p>Bingo Callers will teach you how we do bingo at the senior center.</p>
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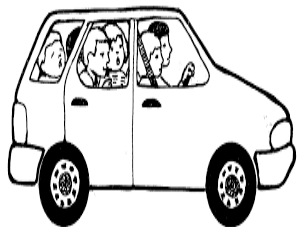
SPECIAL NEEDS OPEN GYM VOLUNTEERS WANTED

We are looking for volunteers to assist clients with special needs to participate in Fitness 4 All.

	<p>DATE: FRIDAYS TIME: 10:45am to 11:45am PLACE: Kupper-Ratsch Senior Center</p>	
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	<p align="center"><u>KNITTING &/or CROCHET</u> <u>GROUP Volunteer Instructor</u> DATE: ? TIME: mornings or afternoons ? PLACE: Kupper Ratsch Senior Center</p>	<p>COST: Free, however you provide your own supplies VOLUNTEER INSTRUCTOR: ?</p>
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	<p align="center"><u>TATTING GROUP</u> <u>Volunteer Instructor</u> DATE: ? TIME: mornings or afternoons ? PLACE: Kupper Ratsch Senior Center</p>	<p>COST: Free, however, you provide your own supplies VOLUNTEER INSTRUCTOR: ?</p>
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“Good Neighbor” DRIVERS to Volunteer

If you are driving yourself to the senior center for a group & would like to help others...

There are some people wanting to come to the same groups as you do here at the senior center, but they need rides.

If you are so inclined to be a “good neighbor” volunteer driver, check with Pam and/or Paulette on who might need a ride.

“Kindness is the chain by which society is bound together.”

~ Johann Wolfgang Von Goethe, German author/scientist/philosopher

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DEPARTMENT OPERATIONS



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



**READY,
SET ...
GOALS!**

04 **VOLUNTEER PROGRAM, continued...**



VOLUNTEER OPPORTUNITIES

You are needed



“To be of use in this world is the only way to be happy.”

~Hans Christian Anderson, Danish writer/artist



GROUP TRIP COORDINATOR

Looking for a volunteer to be our **Group Trip Coordinator**. Please see Pam if you are interested.



T-CHAI and/or MEDITATION VOLUNTEER(S) INSTRUCTORS WANTED



We are looking for volunteer instructor(s) for **Meditation and/or T-Chai**.
CONTACT: Pam 608-374-7476 or pbuchda@tomahwi.gov



NEWSLETTER FOLDING VOLUNTEERS

DATE: Last Wednesday, Thursday &/or Friday of month.

TIME: Open hours – 8:30am to 4:30pm

CONTACT

Pam or
Paulette
at senior
center

-Volunteerism at the senior center continues to be an integral part of our life here.

We are grateful to all our volunteers. Volunteers are very much needed and appreciated!

-When volunteering, please sign in/out in the Volunteer Book on table by Vet's Photo Board.

-Volunteers to assist with daily/monthly activities and at special events and fundraisers.

-Some volunteer opportunities are listed in the newsletter.

“One of the things I keep learning is that the secret to being happy is doing things for other people.”

~Dick Gregory





VOLUNTEERS since last newsletter *(was put together):*

June Abbott; John & Rose & Libby Berry; Karen Birkeness; Pat Block; Sandi Bloom; Mary Boettcher; Duane & Paulette Bolton; Trudi Brohmer; Liz Brown; Pam Buchda; Dan Burton; John Dostal; Becky Sue Fitzpatrick; Richard Gegenfurtner; Sue Gottbeheat; Monica Haun, Alyson Hefner; Marvin Henricks; Siegrun Horst; Doris Kelley; Carol Myers; Enid Mistelet; Gary Moe; Leta Nofsinger; Sue O'Neil; Marvin Parker; Al Pasch; Nancy Phillips; Anna Mae Rudolph; Cathy Scherreiks; Lauri Shumway.

MUSIC VOLUNTEERS: Gary Felber; Blaine Hackett; Blaine Meyer; Michael Slater.

SUNDAY-FUNDAY VOLUNTEERS: Patty Ambort; Rose Berry; Liz Brown; Ashley Gerke; Lauri Shumway; Stephanie Squires; & Renee Stroh.

SENIOR & DISABLED BOARD: Sandi Bloom; Sue Greeno; Jenna Moser; Evelyn

	<p>Noyes; Lauri Shumway; Shawn Zabinski; Mayor Paul Dwyer. <u>SPECIAL NEEDS ADVISORY GROUP</u>: Patty Ambort; Ashley Gerke; Lauri Shumway; Stephanie Squires; Renee Stroh. <u>L.I.F.E. Program=SENIOR CENTER VOLUNTEERS</u>: Staff: Karen Olson; Joey Davis; Peggy Meiners; Jill Montgomery; Pat Reis; and students.</p>
	<p>THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF YOU TIME & SERVICES. YOU MAKE A DIFFERENCE! YOU ARE APPRECIATED! <i>NOTE: If I have misspelled anyone's name, or missed someone on the list, I am so sorry. Please let me know.</i> <i>~Pam Buchda, Senior & Disabled Services Director</i></p>

"Remember that the happiest people are not those getting more, but those giving more."

~H. Jackson Brown Jr

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	<p>DEPARTMENT OPERATIONS</p> <p>SENIOR & DISABLED SERVICES DEPARTMENT</p> <p>MONTHLY REPORT</p>	
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<p>05</p>	<p>COMMUNITY INVOLVEMENT/PUBLIC RELATIONS</p> <p>GOAL(S):</p> <p>A. To continue to work on raising community awareness of the city's Senior & Disabled Services Department and the Kupper-Ratsch Senior Center.</p> <p>B. To continue to build/maintain community partnerships.</p>
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PUBLIC RELATIONS

- Ongoing: Give tours, explain programs, hand out newsletters, listen and visit.
- Ongoing: Many requests for assistance with finding/contacting resources for various needs.
- Ongoing: Work on communication tool - monthly Senior & Disabled Services Dept. Newsletter.

In 2024, a volunteer started delivering 50 newsletters to churches, clinics, hair salons, hotels and businesses. Currently it is up to 65-75 newsletters. We have seen an increase in awareness in the community of the senior center. We have also seen an increase of people coming in to check the senior center out. The newsletter is our main PR tool. We have been disbursing paper copies. In 2025 we are starting a transition to email/online distribution.

- Ongoing: Work on communication tool - information on Facebook-Tomah Senior Center/City.
- Ongoing: Work on communication tool - information on City of Tomah's website.
- Ongoing: Work on communication with Tomah Chamber of Commerce.

NEWSLETTERS AVAILABLE

	<p>1) Due to budget constraints, we are looking at printing a newsletter every other month. However, if you would like one by email, we can do that every month. You just need to send an email with your request and contact information – to pbuchda@tomahwi.gov</p> <p>2) The goal is to have the newsletters ready by the last Thursday or Friday of the month for the next month.</p>
	<p>3) If you have something you would like to put in the next newsletter, please submit, in writing or e-mail to pbuchda@tomahwi.gov by the 15th of this month for future newsletter(s).</p>

COMMUNITY INVOLVEMENT

- Ongoing: Maintain existing and building new relationships, contacts, involvements and partnerships with community organizations and businesses.
- Yearly: Senior Center involvement in community events such as Freeze Fest.
- Yearly: We have a senior center booth at the Healthy Aging Expo in Tomah.
- Yearly: Organizing the free Tomah Area Annual Community Halloween Party (1990).
- Ongoing: Director is a member of Rotary Club of Tomah (1990).
- Ongoing: Director is serving on Tomah Health Hospice Touch & Palliative Care Advisory Board (2016or17)
- Ongoing: Director is a member of Lioness & then Lions Club of Tomah (2016).
- Ongoing: Director is an individual member of the Chamber of Commerce (2020).
- Ongoing: Director is a member of American Association of University Women [AAUW] (2021).
Serving as 2024-2026 Tomah Branch President and served on 2025 AAUW State Convention Committee.
- Ongoing: Director is serving on Neighbor For Neighbor Food Pantry Board (March 2022).
- Ongoing: Director is serving on Noah’s Ark Christian Learning Center Community Leadership Team (August 2022).
- Ongoing: Director is serving on TAMS (Montessori School) Governance Board (May 2023).
- Ongoing: Director is serving on Tomah Concert Association Board (March 2024).

DEPARTMENT BUDGET & FINANCE

SENIOR & DISABLED SERVICES DEPARTMENT

MONTHLY REPORT

READY, SET ... GOALS!

06 BUILDINGS/ MAINTENANCE

- GOAL(S):**
- A. To maintain the building in good working order and a safe environment, and update, as needed, for safety and for changing/expanding needs.
 - B. To manage the senior center rental buildings/spaces (which help fund senior center budget).
 - C. To entertain possibilities and work with the Senior Executive Team and City Council toward the future plans of the second floor of the senior center buildings.

- Ongoing: Continue to work to make the senior center feel “homey”, with an **inviting, friendly & comfortable atmosphere**, including seasonal decorating & keeping the place clean.
- Ongoing: Maintenance Projects/Repairs. Seems there is always something that needs doing.
Thank You Scott Donovan, City Maintenance.

HISTORY:

The planning and work for the city department – Senior & Disabled Services (*which included the senior center*) was the brainchild of Mayor Ed Thompson and planning was started in 1999. In 1999 the senior center program was started in the basement of city hall.

The buildings for the senior center (*107 Milwaukee Street with 109 Milwaukee St. second floor apartment, 1000/ 1002/ 1004 (not second floor) Superior Ave.* were purchased in 2002 (*from Mr. Carmichael & Mr. Holmes*) after the city received a gift of money for the senior center from the Kupper-Ratsch family.

At 8/23/2022 City Council meeting, the council approved the donation to the city (senior center) of 2nd floor of 1004 Superior Ave. building (the old radio station) by the Dickie family.

Fun facts: When Mr. Holmes had these buildings for Westland Insurance and the bank building kitty-corner across the street ½ block away, the buildings were connected by computer cable under the road. Before the senior center was Westland, it was Neitzel’s Furniture Store and Mortuary.

Kupper-Ratsch Senior Center
A Community Gathering Place



Front entry on Superior Avenue



Back entry across alley from WWTC parking lot.

1002 Superior Avenue	OUTSIDE in Front: -2020 added bench donated by Rotary Club of Tomah. -2020 added 2 flower planters both sides of front bench.	OUTSIDE in Back ('Courtyard' area): -2018 new metal cigarette receptacle. -2019 Garbage corral built. -2020 1 st Bench from Rotary moved from front to back when new one in Front-2020. -08-2020 shed built. -2020 picnic Table with umbrella. -08-2024 seven raised garden beds.
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DEPARTMENT BUDGET & FINANCE




	<p>SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT</p>	
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06 BUILDINGS/MAINTENANCE, continued...

107 E. Milwaukee Street	Tomah Housing Authority Office <i>Rental continues to present.</i>	2019 new furnace.
109 E. Milwaukee Street	Apartment above Housing office <i>Rental Nov. 4, 2021 to present.</i>	2021 deep clean & repainted. 2025 repair wall area. 2025 repair bathtub water leak.
1000 Superior Avenue	Jensen Tax & Accounting <i>Rental June 15, 2023 to present.</i>	2024 added another exit light in back hall & removed wooden structure partially blocking back door. 2024-2025 in process of replacing back door.
1004 Superior Avenue	JNC Latin Grocery Store <i>Rental Sept. 20, 2023, to present.</i>	07-2024 new locks front & back. 07-2024 new air conditioner/furnace. 2024 roof repaired. 07-2025 front lock repaired.
1002 Superior Avenue	ADRC Meal Site-Kitchen/Prep area <i>Rental continues to present.</i>	2024-2025 new blind on dish window.
1002 Superior Avenue	VAMC AFGE Local 0007 Union 4 Offices on 2 nd floor <i>Rented Oct. 1, 2019 to present.</i>	2019 locks added to the 4 office doors and for safety to the door of the old hand-crank elevator.
1002 Superior Avenue	Senior Center – General items <i>The elevator shaft for the old hand-crank elevator goes from basement to 2nd floor – it was legally discontinued many years ago.</i>	07-2018 changed locks front & back doors. 2025 Smoke/CO2 Detectors installed on 1 st & 2 nd floors.
1002 Superior Avenue Senior Center 2 nd Floor	12-2024 to 03-2025 Volunteers painted walls in main rooms on 2 nd floor. -Conference room at top of stairs: -"Break-out" room:	-Room: for Family Promise storage. -2 rooms Special Needs Prom Dresses: 2021 dresses moved here - added hanging brackets & rods.

<p>Accessible by stairs.</p> <p>11-2024 thermostat replaced in upstairs center heating zone.</p>	<p>-Big Front Room: (could see as future TV/Movie room). 04-2024 Line dancing. 11-2024 Venter motor replaced in dance room heating zone.</p> <p>-Storage closet: (for building supplies).</p> <p>-Storage room: for dept. & access to roof.</p>	<p>-Room for Loan Closet: storage.</p> <p>-Corner Big Front room: Currently used as loan closet over-flow storage. (Could see as a future game room - <i>pool table & dart game</i>).</p> <p>-2 Bathrooms: 2022 toilets replaced.</p>
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UPSTAIRS MEETING ROOMS & SITTING ROOM at the senior center

 <p>Meeting room at top of stairs</p>	 <p>'Break-out meeting room</p>	 <p>Line dance room above the office</p>
<p>We have a meeting room, a 'break-out meeting room', and a 'dance' room upstairs. However, the upstairs is only accessible by the stairs, so that limits the use of the rooms.</p>		

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DEPARTMENT BUDGET & FINANCE

	<p>SENIOR & DISABLED SERVICES DEPARTMENT</p> <p>MONTHLY REPORT</p>	
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06 BUILDINGS/MAINTENANCE, continued...

<p>1002 Superior Avenue</p> <p>Senior Center</p> <p>1st Floor</p> <p>Handicap accessible.</p> <p>03-20-2024 automatic door mechanisms fixed.</p>	<p>Main/Dining room: (in use most of the time). 2019 coat hooks. 2029 new chairs with 3-inch padding. 2023 8 bookshelves. 03-27-2024 WiFi Booster.</p> <p>-Activity room: (in use most of the time). 2018 chair rack.</p> <p>-Kitchenette: 2020 down to studs renovation.</p> <p>-Library/hall/food assembly area:</p>	<p>-Loan Closet: 7-2018 moved from basement to 1st floor. 2019 renovation.</p> <p>-Giving Closet: 2019 started.</p> <p>-Storage/Laundry room: 2018 project & 2020 renovation.</p> <p>-Workroom/storage/loan closet overflow: 2019 Loan Closet renovation opened blocked door. 02-2024 new locking screen door.</p> <p>-2 Bathrooms: 2023 toilets replaced.</p>
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FIRST FLOOR ACTIVITY ROOMS at the senior center

 <p>Main Activity/Dining room</p>	 <p>Activity room - looking from back</p>	 <p>Activity room - looking in from door</p>
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1002 Superior Avenue
Senior Center – Basement

Accessible by stairs.

2018-2019 cleaned out storage and loan closet
equipment. Replaced 1 of water heaters.

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DEPARTMENT BUDGET & FINANCE

City of Tomah's Dept. of SENIOR & DISABLED SERVICES

608-374-7476

Fax: 608-374-7462

pbuchda@tomahwi.gov

Kupper-Ratsch Senior Center A Community Gathering Place

1002 Superior Ave. Tomah, WI. 54660

Facebook page – **Tomah Senior Center**

POLICY – RENTAL USE OF SENIOR CENTER

**Are You having a family gathering? A class reunion?
Need a place to meet? Check out the senior center.**

**There are some opportunities to...
RENT A SPACE for events/meetings at the
Senior Center.**

**APPLICATIONS ARE SUBJECT TO
APPROVAL by City of Tomah's Senior &
Disabled Services Director.**

*The City of Tomah and/or The City of Tomah's
Senior & Disabled Services Department retains
the ability to deny use of building based on
availability of staff, activities/events scheduled,
other bookings, history of usage/how facility
was treated before, etc.*



Main room



Activity room



Kitchenette

Area for food set up

RENT (and License Fees, if applicable) ARE DUE AND PAYABLE AT TIME OF APPLICATION.
PRIVATE APPLICANT

Client, city resident \$80.
Client, non-resident \$96.

PRIVATE APPLICANT

Non-Client, city resident \$110.
Non-Client, non-resident \$126.

PUBLIC APPLICANT

Public applicant, city resident \$0.
Public applicant, Non-resident \$50

Private groups that are ongoing, regularly scheduled (*ie: 2-4 times monthly, 4-12 times yearly, etc.*) are half the above rents each time here.

CLIENT: Regularly comes to the senior center.

RESIDENT: Lives in the City of Tomah

PUBLIC: Refers to clubs/service organizations that deal with service and civic involvement for the community, such as scholarships, good deed projects, etc.

NON-CLIENT: Does not regularly come to senior center.

NON-RESIDENT: Does not live in the City of Tomah

PRIVATE: Refers to farm organizations, industry, private parties or any other gatherings with the objective to make money not used for civic improvement.

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DEPARTMENT BUDGET & FINANCE
**SENIOR & DISABLED SERVICES
DEPARTMENT MONTHLY REPORT**


**READY,
SET
GOALS!**

07 INCOME/BUDGET/DONATIONS

GOAL(S): To operate within budget, and procure funds, as needed and available, for maintaining and/or expanding services.

- Ongoing: Worked on monthly bills/invoices & keeping track of income/expenses & the budgets.
- Ongoing: Planning/working on next year's budget & possible future capital budget projects.
- Ongoing: Staff organizing/preparing donations of Bingo Bash Items for senior center (*these donations save money on operating expenses and are very appreciated*).

UPDATE ON COST REDUCTIONS/SAVINGS
Trying to curb & control newsletter expenses:

On the happy, uplifting side of things – demand for the newsletters has steadily increased.

NEWSLETTER SIZE:

May 2025 & previously the newsletter was 44 pages plus menu & other inserts.

June 2025 reduced the newsletter to 40 pages by taking Policies & Procedures out of newsletter and posting them on the bulletin board in the main room at the senior center.

July 2025 further reduced the newsletter by 4 more pages down to 36.

August 2025 doing the newsletter online.

Only printing the calendar with covers, menu insert, and photo insert. Have received favorable feedback so will continue to do so monthly.

NUMBER PRINTED:

June 2025, it was decided to decrease the number of newsletters printed, and cap at 150 a month to try to curb some expenses.

August 2025 will be printing the “mini” version instead of the full newsletter – which can be gotten by email. Not only saves ink/copier costs, but also paper costs.

EMAILING:

October 2022: Began emailing newsletters to city departments & elected officials.

After trial & error figuring some things out (like separating the photos into a photo insert and the calendar

as a separate document so documents were of a size they could be emailed), it works quite well.

June 2025: In addition to emailing newsletters to city staff and elected officials, began emailing newsletters to people that have shared emails (211 in July).

August 2025: **To get the full newsletter – give Pam with your name and email address.**

Other expense controls:

June 2025: Looked at eliminating one of the senior center phones. Ongoing project.

July 2025: Ended the La Crosse Tribune subscription, effective August.

August 2025: Did not renew the Time magazine subscription, ends August.

DONATION WISH LISTS

REGULAR ONGOING NEEDS	WISHING FOR	WISH UPON A DREAM
<ul style="list-style-type: none"> -Snacks (for 2pm daily snack time) -Coffee: regular & decaf -Creamers -Sugar & sugar sub packets -Hot chocolate packets -Bingo Bash items for prizes (Shelf food, treats, TP, paper towels, cleaners, personal items, knick-knacks, jewelry, gently used treasures, etc.) 	<ul style="list-style-type: none"> -Halloween Decorations Project For Community Halloween Party (\$1000.) -Popcorn machine Stand (\$1,691 specific brand and measurements) -4 Racks on wheels for yoga balls (\$1,266-sized to specific place and ball sizes) [\$316.50 each] 	<ul style="list-style-type: none"> -Trishaw E-bike (We have a volunteer willing to start this community program & take people on rides – need the Trishaw e-bike & accessories \$17,000.) -Building: Point tuck outside (bricks/cement blocks that need it) -Building: New 1st floor flooring -Building: Painting outside (over the “baby-poo” yellow). -Building: Elevator all 3 floors -Van(handicapped-like n.a.s.a. van.)

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DEPARTMENT BUDGET & FINANCE



SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



**READY,
SET,
GOALS!**

07. INCOME/BUDGET/DONATIONS, continued

SENIOR CENTER FUNDRAISING

DONATIONS since last newsletter:




Anonymous; Gene Alderman; Sandy Bass; Katrina Becker; John & Rose Berry; Sandi Bloom; Duane & Paulette Bolton; Liz Brown; Pam Buchda; Dan Burton; John Dostal; Tom Feldkamp; Richard Gegenfurtner; Sara Gigous; Grace Heim; Siegrun Horst; Peter & Pat Jensen; Diane Johns; Doris Kelley; Monica Kufalk; Diane Kortbein; Darold & Monica Kukowski; Becky Larson; Richard McNeal; Gary Moe; Jill Montgomery; Jenna Moser; Bonnie Owen; June Potter; Fred Savage; Cathy Scherreicks; Debbie Schumann; Sue Sherman; Lauri Shumway; Donna Simonsen; Peggy Taylor; Renee Thompson; Jessica Tiarks; VA; Ashley Waage; Bob Walker; Jennifer Whipple; George Wilson;


DONATORS IN YEAR 2025

2025: BUSINESSES, ORGANIZATIONS & PEOPLE WHO DONATED-THANK YOU!


American Association of University Women (AAUW) of Tomah June Abbott Patty Abbott Rhonda Abbott Sherry Achterkirch Barb Ackers Gene Alderman Terry Amundson Sharon Anderson Aidan Andres <i>Anonymous</i> Eric Austin Sandy Bass	Dorothy Coenen Joann Cram Culvers Ross Deming Diana Dombrowski John Dostal Carol Drysch Betsy Edevold Casimir Eichenseer Gale Ewing Gale Feil Paul Fey Robert & Gail Fessender Tom Feldkamp Becky Sue Fitzpatrick	Lance & Barbara Jensen Peter & Pat Jensen Diane Johns Gail Johnson Pat Johnson Tom Johnson Kevin & Barb Jones Terry Juracich Chad Kastenschmidt Doris Keister Doris Kelley Ed & Kirstin Kelly Ann Kerr Chris King Ruth Klug	Monroe County Health Department Jill Montgomery Jenna Moser Barbara Mueller Carol Myers Diane Myer Vern Naumann Neighbor For Neighbor Food Pantry Mary Neve Gloria Niceswanger Eara & Leta Nofsinger Sue Noth Kacy Nuehring	Cathy Scherreicks Lyle & Betsy Schindler Bob Schultz Debbie Schumann Kayla Seitz, Heart Line Counseling Bruce Senn Wanda Sheldon Sue Sherman Lauri Shumway Mary Siber Donna Simonsen Cassie Skogan Joyce Skogan Cheryl Stees
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David Batten Gene Baumgarten Katrina Becker John & Rose Berry Donna Birnum; Sandi Bloom Jean Boak Mary Boettcher Duane & Paulette Bolton Marvin Braud Christie Broadhurst Trudi Brohmer Liz Brown Tara Brueggeman Pam Buchda Tim & Jeanie Buchda Dan Burton Cares Just For You Colleen Carl Pat Christensen Vicki Church Mark Clapper Leon & Pauline Clark	Laura Flcok James Fountain Sandy Frei Virginia Frei Rebecca Frost Richard Gegenfurtner Gerri Gerke Sarah Gigous Susan Greeno Ray Hays Alyson Hefner Grace Heim Marvin Henricks Penelope Herr Siegrun Horst Family of 2-D Hubert Candy Infalt Peter & Patricia Infalt Ignite Dispensary & Cigar Derek & Kimmie Hilgendorf Eugene Jakobi	Bette Knutson Karen & Terry Kopenhafer Jan Koranda Patrick Koranda Diane Kortbein Duane & Marilyn Kortbein Madonna Kuderer Mona Kifalk Darold & Monica Kukowski LaGrange Tunnel-lites4-H Becky Larson Tammy Leach Ruth Lehman Liberty Village Mary Lovold Lorraine Lowry Russel McKenna Richard McNeal Lynn Miller Enid Mistele Gary Moe Rebecca Modlin Amy Modlom	Ken & Sue Olson Sue O'Neil Sharon Organ Bonnie Owen Katy Parker Marvin Parker Al Pasch Nellie Pater Marilyn Peak Elva Pearson Pete Peterson Nancy Phillips June Potter Karla Quist Marilyn Ratliff Paul & Terri Rice Bob Rickert Dale & Judy Roberts Betty Roscovius Lorna Rosenow Vickie Ross Fred Savage SAVVY Sisters	Audrey Stein Al Stevens Kathleen Stouffer Mary Sullivan Peggy Taylor Renee Thompson Jessica Tiarks VA Ashley Waeger Marianne Waeger Dave Wagner Bob Walker Anne Wallus Wal-Mart Ron & Deb Watson Cheryl Weber William Westerman Jennifer Whipple George Wilson Adeline Woodard Richard Yarrington Shawn Zabinski
 THANK YOU SO VERY MUCH FOR YOUR DONATIONS OF MONEY, GOODS, &/or SERVICES. YOU MAKE A DIFFERENCE! YOU ARE APPRECIATED! <i>~Pam Buchda, Senior & Disabled Services Director</i>				

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DEPARTMENT BUDGET & FINANCE
SENIOR & DISABLED SERVICES DEPARTMENT
MONTHLY REPORT


READY, SET ... GOALS!

An Act of kindness may take only a moment of our time, but when captured in the heart the memory lives forever." ~Molly Friedenfeld

07. INCOME/BUDGET/DONATIONS,
 continued...



SENIOR CENTER FUNDRAISING

Throughout the year, we receive sponsorships and donations from individuals, organizations, and businesses. We are very Grateful!!! It all makes a difference. Thank You!!!



DONATIONS RECEIVED Each MONTH ()

XX Days of XX Open Days Donations Given & () Donations Per Month

Jan.: 22 of 24 days (81)	Apr.: 20 of 24 days (86)	July: 19 of 24 days (59)	Oct.: xx of xx days ()
Feb.: 16 of 24 days (43)	May: 20 of 22 days (69)	Aug.: xx of xx days ()	Nov.: xx of xx days ()
Mar.: 19 of 22 days (57)	Jun.: 21 of 22 days (59)	Sept.: xx of xx days ()	Dec.: xx of xx days ()

-Ongoing: In-House Fundraiser Projects:

BEVERAGES

We have bottles of water and/or cans of soda-pop available for donation of \$1.00 each.


SHOWCASE ITEMS




We have items for purchase in the large showcase by the piano in our main room.
IE: craft items, jewelry, glasses, etc.

Shop for yourself or for a gift.
We accept donations of items for showcase.

GREETING CARDS

	We have a have a greeting card tree rack with greeting cards for donation of 25 cents each.	We accept donations of greeting cards to supply this fundraiser.
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PUZZLES

	We have framed puzzles at the Senior Center for sale. They make nice gifts and/or decorations for home or business.	We accept donations of puzzles for people to put together here or at home.
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-Ongoing: **Fundraising for Specific Programs/Projects:** Work goes on throughout the year.
(I.E: Music Sponsorships, Halloween Party, etc.). *The Music Program and the Community Halloween Party are both funded by Sponsorships, Donations and, if fortunate, Grants.*

2025 MUSIC SPONSORSHIPS

\$500 & up -Frank G. Andres Charitable Trust 2024 for 2025 Music	\$250-\$499 -Pam Buchda	\$100-\$249 -Kayla Seitz, Heartline Counseling & Consulting	Up to \$99 -Dan Burton
MUSICIANS THAT SPONSOR THEMSELVES BY VOLUNTEERING are Gary Felber; Blaine Hackett; Shannon Hogie; Blaine Meyer; & Michale Slater. THANK YOU!!!			

Tomah Area Community HALLOWEEN PARTY October 31




SUPERHERO: \$500 & up -City of Tomah (Rec. Park & staff hours)	GENIE: \$250-\$499 -Pam Buchda	MAGICIAN: \$100-\$249 -	GREAT PUMPKIN: Up to \$99 -
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	DEPARTMENT BUDGET & FINANCE SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT	 READY, SET ... GOALS!
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07. INCOME/BUDGET/DONATIONS, continued...		SENIOR CENTER FUNDRAISING
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-Ongoing: **Fundraising Events:** Planning and coordinating that go on throughout the year
(I.E: Art & Craft Fair, Etc.).

	<div><div><u>2025 ART & CRAFT FAIR</u></div><div>Fundraiser for Senior Center - Nov. 22, 2025</div></div>		
-Rhonda Abbott -Sandi Bloom	-Liz Brown -	- -	- -

TIP NIGHT AT CULVERS

Fundraiser for the Kupper-Ratsch Senior Center

	DAYS: Tuesday, June 10, 2025 TIME: 4:00pm -7:00pm COST: Of whatever you order to eat. PLACE: Culvers 147 Wittig Road, Tomah	Support the senior center. Come down to Culvers and enjoy good food. 5% of sales go to senior center.
---	--	---

We received \$300.00 in TIPS, and we received \$253.94 on the percentage of sales from 4pm to 7pm which equals \$553.94 for this fundraiser.

Thank you to Culvers for letting us do the Tip Night fundraiser. Thank you to all of you who chose to have supper at Culvers during our Tip Night. You helped raise the money for the senior center.


-Ongoing: **Other Donations/Sponsors.**

2025 MONETARY GIFTS



\$500 & up	\$100-\$249	\$50 to \$99	\$Up to \$49	\$Up to \$49	\$Up to \$49
-	-Anonymous -Sandi Bloom -Joann Cram -1 st United Methodist Church -Peter & Pat Infalt -Kayla Seitz, Heart Line Counseling -Peggy Taylor	-Christie Broadhurst -Paul Fey -Ed & Kirstin Kelly -Sue O'Neil -Betty Roscovius -Fred Savage -Anne Wallus -Wal-Mart	-Anonymous -Sharon Anderson -Gene Baumgarten -Trudi Brohmer -Vicki Church -Mary Jo Handy -Candy Infalt -Eugene Jakobi -Jim & Terry Jefferson	-Lance & Barbara Jensen -Chad Kastenschmidt -Enid Mistele -Barb Mueller -Carol Myers -Gloria Niceswanger -Sue Noth -Nellie Pater	-Marilyn Peak -Pete Peterson -Nancy Phillips -Karla Quist -Dale & Judy Roberts -Wanda Sheldon -Sue Sherman -Mary Siber -Cheryl Weber
\$250-\$499					
-Pam Buchda -Culvers					

-Ongoing: **In Memory Donations.**


 <h2 style="text-align: center;">2025 MEMORIALS</h2>	
- IN MEMORY of Gerrie Gerke by Pam Buchda - IN MEMORY of Elda '2-D' Hubert by Pam Buchda	- IN MEMORY of Pat Koca by Pam Buchda - IN MEMORY of Frances 'Fran' Pollard by Pam Buchda

Ongoing: Looking for and applying for available and appropriate **Grants.**

RECEIVED	2025 GRANTS	Applied for...
-Frank Andres Trust: \$2,500 for Special Needs Programs	-Thomas Earle Trust: \$1,000 for Halloween Party Project -Thomas Earle Trust: \$ 280 for Tabletop Display Board -Thomas Earle Trust: \$2,500 for Music Program	

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	<h3>SENIOR & DISABLED SERVICES DEPARTMENT</h3> <h3>MONTHLY REPORT</h3> <p>DEPARTMENT OPERATIONS</p>	 <h3>READY, SET... GOALS!</h3>
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08	MEAL SITE
GOAL(S): A. To continue to provide a meal program at the senior center. B. To continue to partner with Monroe County ADRC to provide meals at the senior center.	
-Ongoing: Worked together in day-to-day operations/collaborations with Tomah's Meal Site Manager and other meal site employees.	
<h2>TOMAH MEAL SITE</h2> <p>Join us at the Kupper Ratsch Senior Center. Good People-Good Place!</p> <p>The City of Tomah (Senior & Disabled Services Department) has a contract with Aging & Disability Resource Center (ADRC) of Monroe County for the Tomah meal site to be at the Kupper-Ratsch Senior Center.</p>	
 <h2 style="text-align: center;">SENIORS</h2> <p style="text-align: center; background-color: red; color: white;">GET-TOGETHER</p>	DATE: Monday through Fridays, except holidays TIME: Arrive 11:15 or earlier for Lunch at 11:30am PLACE: Kupper Ratsch Senior Center COST: Meal donation to ADRC is \$4-\$7 for 60 & older, younger is \$14.07 SIGN-UP: Per ADRC sign up by NOON two days before to reserve meal CONTACT: ADRC Tomah Meal Site Manager, Cathy Neumann at 608-372-7291 or come to Senior Center to see her; or the ADRC of Monroe County Office at 608-269-8690.
	NOTE: Besides in-house meals, the Tomah meal site has some pick-up meals, and three delivery routes for home-bound people. For food safety, each route can serve about 20 places. There is usually a waiting list to get home delivery.

DEPARTMENT ADMINISTRATION

09	SENIOR & DISABLED SERVICES DEPARTMENT STAFF
GOAL(S): A. To maintain an effective, positive employee team for the city's Senior & Disabled Services Department.	

Besides the activities/events, programs, and regular everyday things at the Senior Center and what has been reported in the other sections of this report...

PROFESSIONAL ORGANIZATION INVOLVEMENT

- Wisconsin Association of Senior Centers (WASC) member since January 2019, meetings/education as scheduled.
Served on 2024 WASC State Conference Committee.
- Wisconsin State Aging Advisory Council (SAAC) serving 3-year term since Sept. 2022, meetings 2nd Thurs. 10am-12.
- National Council on Aging (NCOA) virtual meetings/education as scheduled.
- National Institute of Senior Centers (NISC) virtual meetings/education as scheduled.
- Healthy Brain Coalition of Monroe County meetings on 1st Thursday 3:00pm.
- Wisconsin Coalition for Social Connection meeting 3rd Tuesday (Feb, Apr, June, Aug, Oct, Dec) 2:00pm.

MEETINGS:

- Ongoing: Tomah's Great Holiday Shopping Hunt (TGHSH) meetings:
1st Tuesday at 4:30pm every other month (starting in January) at the senior center.
- Ongoing: Special Needs Committee meetings:
1st Tuesday at 5:30pm every other month (starting in January) at the senior center.
- Ongoing: Senior & Disabled Services Board meetings:
1st Tuesday at 6:30pm every other month (starting in January) at the senior center.
- Ongoing: Staff Meetings for City Department Heads:
2nd & 4th Mondays at 1:00pm &/or as scheduled, usually at city hall.
- Ongoing: Committee of the Whole Meeting, depending on what is on the agenda.
Monday before 3rd Tuesday at 6:30pm at city hall.
- Ongoing: City Council Meeting to give Monthly Department Report:
3rd Tuesdays at 6:30pm at city hall. (Written report due in Municode agenda on 2nd Tuesday).
- As Needed: Other city meetings, depending on if the senior center has a subject on the agenda.
(IE: Budget meetings; Long Range Planning Committee; Etc.) as scheduled.

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DEPARTMENT ADMINISTRATION

SENIOR & DISABLED SERVICES DEPARTMENT MONTHLY REPORT



**READY,
SET ...
GOALS!**

09 SENIOR & DISABLED SERVICES DEPARTMENT STAFF, continued...

EDUCATIONAL OPPORTUNITIES:

As opportunities present themselves, and are appropriate, and are within budget.

- Excel and power point learning in Feb. & March (ongoing), taught by Nick Morales.
- State of Wi. State Aging Advisory Council Meeting of 04-10-2025:
Program: Reframing Aging & Disability by Helen Sampson, Public Policy Strategist, Bureau of Aging and Disability Resources.
- City Training in March, April & May on city budget and computer systems for the financial processes of the city in - to be in place by June 30, 2025.
- AAUW State Conference 4-25 & 26-2025:
AAUW National & State Public Policy; Position & District meetings; Uncovering the Lost Histories of Women by author Lynda Drews; Everybody's Got something..." by Matt Glowinski (to better understand & learn to have empathy & better support someone with disabilities); "My Journey in Holocaust Education" by Darryle Clott; Welcome to the Struggle by Amanda Florence Garcia Goodenough on justice, equity, decolonization, & interconnectedness [JEDI], hate/bias prevention & response, systems-change work, bystander intervention, generative conflict, social identity development, power & positivity, leadership, & healing centered engagement.

City of Tomah's SENIOR & DISABLED SERVICES BOARD

MISSION STATEMENT:

The City of Tomah's Senior & Disabled Services Department's mission is to offer ongoing programs and services (in the areas of recreation & leisure activities, and in educational & health programs) **and senior meals on a regular basis in a safe place for Tomah's citizens** (especially our senior and disabled people).



The committee was formed in July 2000. Shall consist of Mayor, 2 Alderpersons, & 5 citizens.
Terms shall be 2 years & aldermanic members shall be coextensive with their term of office.
*They **Volunteer** their time for us.*

DATE: Meets 1st Tuesday every other month (Jan.-Mar.-May-July-Sept.-Nov.)

TIME: 6:30pm PLACE: Kupper-Ratsch Senior Center. Open Meeting –Public Welcome.

2025-2027 TERM	2024-2026 TERM
Sandi Bloom, Citizen Susan Greeno, Citizen, SECRETARY Mitch Koel, Alderperson District 5 Evelyn Noyes, Citizen	Paul Dwyer, Mayor Jenna Moser, Citizen Lauri Shumway, Citizen, VICE-CHAIRPERSON Shawn Zabinski, Alderperson District 4, CHAIRPERSON

NAME	City of Tomah's SENIOR & DISABLED SERVICES EMPLOYEES		
Pam Buchda	Senior & Disabled Services Director (SDSD)	FT: Salary 40 hours week	07-02-2018
Paulette Bolton	Senior & Disabled Services Aide (SDSA)	PT: Budget 20 hours week	07-13-2021
John Berry	Senior & Disabled Services Aide (SDSA)	PT: Budget 10 hours week	01-13-2025

STAFF HISTORY:

Senior & Disabled Services Directors: Maretta Budde 1999-2000. Delia Duncan 5-01-2000 to 05-31-2018.

Senior & Disabled Services Aides: Junior Noyes 02-10-2009 to 05-31-2018.

Diane Behrens 10-02-2018 to 03-05-2021.

INTERN HISTORY:

Sistina Barr 08-16-2023 to 11-06-2021 APTIV Program. Thomas Hollis 10-25-2022 to 01-05-2023 APTIV Program.

Brittany Phillips 12-09-2024 to 03-09-2025 APTIV Program.

If you have any questions, please feel free to contact me.

Sincerely, *Pam Buchda*, Tomah's Senior & Disabled Services Director

MINUTES FOR COMMON COUNCIL JULY 15, 2025

Call to Order, Pledge of Allegiance, Roll Call

A regular meeting of the Common Council was held at 819 Superior Ave. in the City Council Chambers. The meeting was called to order by Mayor Paul Dwyer at 6:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: P. Dwyer, Shawn Zabinski, John Glynn, Richard Yarrington, Patrick Devine, Travis Scholze, Nellie Pater, Dean Peterson, and Mitchell Koel (6:31 p.m.) Absent: None. Also present: Pam Buchda, Tim Adler, Nick Morales, Nicole Jacobs, Eric Pedersen, Penny Precour, and Nikolas Dorava. The meeting was available via Zoom and was recorded by Hagen Sports Network. All motions are unanimously approved unless otherwise noted.

Anyone Desiring to Appear Before the Council

Pete Thorson, a property owner in Tomah, appeared before the council to speak about city wells and ground water and to request the detachment of his property from city limits.

Mayor’s Report

Mayor Dwyer had no report for the council.

Employee of the Month

N. Morales addressed the council, informing them that department heads unanimously nominated city employee, Megan Sweda, as June Employee of the Month. N. Morales said M. Sweda has been a source of consistency in the department and helped others acclimate to their new roles. He also said several other city employees have expressed how impressed they are with M. Sweda.

Acceptance of Reports: City Administrator, Economic Development and Zoning, Public Safety, Senior & Disabled Services, Library

Motion by S. Zabinski, second by J. Glynn, to accept the following reports:

- City Administrator Monthly Report
- Economic Development and Zoning Monthly Report
- Library Monthly Report
- Public Safety Monthly Report
- Senior & Disabled Services Monthly Report

N. Pater suggested the Senior Center consider doing a monthly update on Hagen Sports Network. R. Yarrington asked T. Adler additional questions regarding the status of the new aerial truck the city will be purchasing. Motion carried.

Consent Agenda

Motion by R. Yarrington, second by M. Koel, to approve the following consent agenda: Motion carried.

Approval of Resolution for Payment of Monthly Bills

Approval of Minutes from June 17, 2025

Approval: Temporary Class "B" License to VFW Post 1382 for August 9, 2025

Approval: Temporary Class "B" License to VFW Post 1382 for September 6, 2025

Approval: Amendment of the Class “B” Fermented Malt Beverage Licenses and the “Class B” Liquor Licenses for Kelsey’s and The Elbow Room to include the fenced in area between the two establishments for the special event hosted on August 9, 2025

Committee of the Whole:

Approval: Ordinance providing for the detachment of a portion of territory of the City of Tomah to the Town of La Grange.

Motion by R. Yarrington, second by N. Pater, to table the approval of an ordinance providing for the detachment of a portion of territory of the City of Tomah to the Town of La Grange until all proper paperwork is received from the applicant. Motion carried.

Approval: Ordinance amending Article VII, Division 2, Sections 2-600 through 2-603 of the municipal code of the City of Tomah.

Motion by D. Peterson, second by N. Pater, to table the approval of an ordinance amending Article VII, Division 2, Sections 2-600 through 2-603 of the municipal code of the City of Tomah until next month. Motion carried.

Approval: Amendment of job description for one of the two Accounts Payable/Payroll Clerk positions to Human Resources Generalist/Payroll Specialist.

Motion by T. Scholze, second by P. Devine, to approve the amendment of the job description for one of the two Accounts Payable/Payroll Clerk positions to Human Resources Generalist/Payroll Specialist. Motion carried.

Common Council – July 15, 2025**Approval: Amendment of job description for part-time Deputy Clerk.**

Motion by S. Zabinski, second by T. Scholze, to approve the amendment of the job description for part-time Deputy Clerk. Motion carried.

General:**Approval: Acceptance of DNR Grant Award for Trail Construction**

Motion by J. Glynn, second by S. Zabinski, to approve the acceptance of a DNR Grant Award for trail construction. R. Yarrington expressed concerns about the proposed route, recommending possible changes to avoid bridges. A representative from Town and Country shared the route with the council and explained the plan includes an easement that was granted to the city, which was the only workable option available in the crossing of the creek. Motion carried (Yarrington opposed).

Adjourn to Closed session Pursuant to Wis Stat § 19.85(1):

Motion by T. Scholze, second by S. Zabinski, to adjourn to closed session under Wis Stat § 19.85(1) as listed on the agenda. Motion carried. Meeting adjourned to closed session at 7:00 p.m.

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for:

Discussion with Gerke Excavating for the purpose of public business to negotiation of a Right of First Refusal proposal pertaining to the construction of assets on city land and the distribution of city resources.

Adjourn Meeting

Motion by T. Scholze, second by N. Pater, to adjourn at 8:01 p.m. Motion carried.

Respectfully submitted,

Nicole Jacobs, City Clerk

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Temporary “Class B” Wine and Class “B” Beer License Application by Tomah Rotary Club for Neighborhood Block Party on September 6, 2025.

Summary and Background Information:

(Appropriate Documentation Attached)

Tomah Rotary Club has applied for a Temporary “Class B” Wine and Class “B” Beer License to sell fermented malt beverages and wine at the Neighborhood Block Party being held at Tomah Recreation Park located at 1625 Butts Ave in Tomah.

Fiscal Note:

The revenue generated to the City of Tomah by issuance of this license is \$10.

Recommendation:

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the Temporary “Class B” Wine and Class “B” Beer License for the Tomah Rotary Club for their event on September 6, 2025 at Recreation Park.

Respectfully submitted by:

Kara Griswold

Committee: Committee of the Whole & Common Council

Meeting Date: August 18 & 19, 2025

Form
AB-220

Temporary Alcohol Beverage License

Municipality
City of Tomah

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$ —
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name Tomah Rotary Club				
2. Organization Permanent Address PO Box 702				
3. City Tomah			4. State WI	5. Zip Code 54660
6. Mailing Address (if different from permanent address)				
7. FEIN		8. Date of Organization/Incorporation 1924		9. State of Organization/Incorporation WI
10. Phone 608-344-0947		11. Email tomahrotaryclub@gmail.com		
12. Organization type (check one) <input checked="" type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.				
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
14. Wisconsin Seller's Permit Number (if applicable)				

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Reid	Deb	treasurer	608-344-0947

Continued →

Part C: Event Information

1. Name of Event (if applicable) Neighborhood Block Party			
2. Dates of Operation 9-6-25		3. Hours of Operation 10:00 - 8:00	
4. Premises Address 1625 Butts Ave			
5. City Tomah		6. State WI	7. Zip Code 54660
8. County Monroe	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Tomah		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Gold Building & outside hockey rink			

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Reid		First Name Deb		M.I.
Title Treasurer	Email		Phone	
Signature Deb Reid			Date 8/4/25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 8/4/2025	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Renewal of Class “B” Fermented Malt Beverage and “Class C” Wine Beverage Licenses for Pinnacle Hockey Group, LLC.

Summary and Background Information:

(Appropriate Documentation Attached)

Pinnacle Hockey Group, LLC AKA Wisconsin Woodsmen has applied for renewal of its Class “B” Fermented Malt Beverage and “Class C” Wine Beverage licenses for the license period July 1, 2025 to June 30, 2026.

Fiscal Note:

The total revenue generated to the City of Tomah by the issuance of these licenses is \$200.

Recommendation:

The license application and background checks have been reviewed and completed. It is requested that the Committee of the Whole recommend the Common Council approve the issuance of the alcohol license renewals for the license period of July 1, 2025 through June 30, 2026.

Respectfully submitted by:

Kara Griswold

Committee: Committee of the Whole & Common Council

Meeting Date: August 18 & 19, 2025

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	City of Tomah
License Period	7/1/2025 - 6/30/2026

Item 10.

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____
- ☒ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ _____
- ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____
- ☒ "Class C" Liquor (wine only) \$ 100

Fees	
License Fees	\$ <u>200</u>
Background Check Fee	\$
Publication Fee	\$ <u>12</u>
Total Fees	\$ <u>212</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>Pinnacle Hockey Group, LLC</u>			
2. Business Trade Name or DBA <u>Wisconsin Woodsmen</u>			
3. FEIN <u>92-0647403</u>		4. Wisconsin Seller's Permit Number <u>456-1031317788-04</u>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <u>WI</u>		7. Date of Organization <u>Oct 11, 2022</u>	
8. Wisconsin DFI Registration Number <u>036-1031317788-02</u>			
9. Premises Address <u>1625 Botts Ave</u>			
10. City <u>Tomah</u>		11. State <u>WI</u>	12. Zip Code <u>54660</u>
13. County <u>Monroe</u>		14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Tomah</u>	
15. Aldermanic District <u>8</u>		16. Premises Phone <u>608-790-0458</u>	
17. Premises Email <u>info@woodsmenhockey.com</u>		18. Website <u>woodsmenhockey.com</u>	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>All areas of the Tomah Ice Center facility at Recreation Park.</u>			
20. Mailing Address (if different from premises address) <u>PO Box 279</u>			
21. City <u>Holmen</u>		22. State <u>WI</u>	23. Zip Code <u>54636</u>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

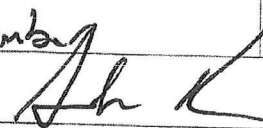
Last Name	First Name	Title	Phone
Keer	Adam	Managing Member	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Keer		First Name Adam		M.I. W
Title Managing Member		Email		Phone
Signature 		Date		

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 7/28/2025	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Form
AB-101Alcohol Beverage
Appointment of Agent

Date

Agent Type (check one)

☒ Original (no fee)☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Pinnacle Hockey Group, LLC

2. Business Trade Name or DBA

Wisconsin Woodsmen

3. Entity Type (check one)

☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Keer

2. First Name

Adam

3. M.I.

W

4. Email

5. Phone

6. Home Address

7. City

Holmen

8. State

WI

9. Zip Code

54636

10. Date of Birth

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WI


Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement?
Submit proof of completion.☒ Yes ☐ No2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or
Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)?☒ Yes ☐ No3. Have you been a Wisconsin resident for at least 90 continuous days?
See instructions for exceptions.☒ Yes ☐ No

Continued →

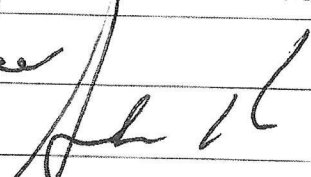
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Keer		First Name Adam		M.I. W
Title Managing Member		Email		Phone
Signature 			Date	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Keer		First Name Adam		M.I. W
Signature 			Date 7/28/25	

Record check done by: **DB**
 Approved: _____ Denied: _____ Date: **7-31-25**
 Signature: **FA90**
 Title: **POLICE CHIEF**



ServSafe® Alcohol Online Course Record of Training

Student Name: Keer, Adam

Course Start Date: 6/10/2023 - 1:16:12 pm

Course Duration: 00:36:00

Course End Date: 7/8/2023 - 5:37:03 pm

Congratulations on completing the ServSafe® Alcohol Online Course.

You are now eligible* to take the ServSafe Alcohol Exam.

To access the exam go to the end of course and click “ **Start Assessment.**”

* Check with your local control board for additional requirements.

Thank you for choosing ServSafe.

National Restaurant Association

233 S. Wacker Drive, Suite 3600

Chicago, IL 60606-6383

800.765.2122 In the Chicago area 312.715.1010

ServSafe.com

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Pinnacle Hockey Group, LLC

2. Business Trade Name or DBA

Wisconsin Woodmen

3. Entity Type (check one)

☐ Sole Proprietor

☒ Partnership

☐ Limited Liability Company

☐ Corporation

☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

Keer

2. First Name

Adam

3. M.I.

W

4. Relationship to Business (Title)

Managing Member

5. Email

m

6. Phone

7. Home Address

8. City

Holman

9. State

WI

10. Zip Code

54636

11. Date of Birth

12. Drivers License/State ID Number

13. Drivers License/State ID State of Issuance

WI

Part C: Address History

1. Do you currently live in Wisconsin? ☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY)

07/1989

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

~~700~~ No Previous in 5 yrs

City

State

Zip Code

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

WI

La Crosse

State

County

WI

Grant

State

County

State

County

State

County

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature  Date 7/28/2025

Record check done by: AB
 Approved: _____ Denied: _____ Date: 7-31-25
 Signature: [Signature]
 Title: POLICE CHIEF

Alcohol Beverage
Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Pinnacle Hockey Group, LLC

2. Business Trade Name or DBA

Wisconsin Woodsmen

3. Entity Type (check one)

☐ Sole Proprietor ☒ Partnership ☐ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

Egan

2. First Name

Ryan

3. M.I.

P

4. Relationship to Business (Title)

Member

5. Email

6. Phone

7. Home Address

8. City

Onalaska

9. State

WI

10. Zip Code

54650

11. Date of Birth

12. Drivers License/State ID Number

13. Drivers License/State ID State of Issuance

WI

Part C: Address History

1. Do you currently live in Wisconsin? ☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)
08/2014

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

City

State

Zip Code

No previous in last 5 years

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

State

County

State

County

State

County

WI

La Crosse

WI

Dunn

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <u>Ryan Egan</u>	Date <u>07/28/2025</u>
----------------------------	------------------------

Record check done by: DB
 Approved: _____ Denied: _____ Date: 7-31-25
 Signature: [Signature]
 Title: POLICE CHIEF



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-224-5761
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

Letter ID L0954719696

ADAM KEER, MANAGING MEMBER
PINNACLE HOCKEY GROUP LLC
700 DEERWOOD ST # HOLMEN
HOLMEN WI 54636-9548

Wisconsin Department of Revenue Seller's Permit

Legal/real name: PINNACLE HOCKEY GROUP LLC
Business name: WISCONSIN WOODSMEN
1625 BUTTS AVE
TOMAH WI 54660-0000

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type

Sales & Use Tax

Account Type

Seller's Permit

Account Number

456-1031317788-04



State of Wisconsin • DEPARTMENT OF REVENUE

Personal Wallet Copy

Seller's Permit: 456-1031317788-04

Legal/Real Name: PINNACLE HOCKEY GROUP LLC

Signature _____

We are here to serve you

Wisconsin Department of Revenue
PO Box 8902
Madison, WI 53708-8902

Ph: 608-266-2776

Fax: 608-264-6884

Email: dorbusinessstax@revenue.wi.gov

Web: www.revenue.wi.gov

Main office: 2135 Rimrock Rd., Madison

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Ordinance amending Article VII, Division 2, Sections 2-600 through 2-603 of the municipal code of the City of Tomah.

Summary and Background Information:

After several years of discussion between the City of Tomah and the Tomah Public Housing Authority it has become necessary for an amendment to the ordinance establishing the authority. The foundation for this proposed amendment is Wis. Stat. 66.1201, and it provides greater flexibility for the appointment of commissioners for the authority, clearly establishes that the authority shall be a self-funded entity, and ensure that the interests of the City of Tomah are properly maintained.

On 10 July 2025, this proposed amendment was reviewed by the Citizen Ordinance Committee and passed via unanimous vote of the members present (5-0). On 11 July 2025 the City Administrator met with the Executive Director of Tomah Public Housing Authority to review the proposed ordinance and the Executive Director concurred with the proposed amendment. At the time of this report, the Executive Director and City Administrator agreed that the city will look into enrollment procedures for the Wisconsin Retirement System and health insurance, but that all cost would be paid by the authority.

Minutes Attached:

Yes ☒ No ☐

Budget Account: Not applicable.

Fiscal Impact: See report.

Staff Responsible for implementation: City Administrator, City Attorney, City Clerk, Director of Public Works and Utilities

Economic Impact: See report.

Zoning/Rezoning Issues: See report.

Supports Organizational Goals:

Yes ☒ No ☐

Questions from City Administrator: See report.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, “Motion to approve the ordinance amending Article VII, Division 2, Sections 2-600 through 2-603 of the municipal code of the City of Tomah.”



City Administrator

11 July 2025
Date

Department Director

Date

Committee: **Common Council**
Meeting Date(s): **15 July 2025**

- CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE VII. - AUTHORITIES AND BUREAUS
DIVISION 2. HOUSING AUTHORITY

DIVISION 2. HOUSING AUTHORITY

Sec. 2-600. Composition; residency; compensation.

The city's housing authority shall consist of five citizens and one nonvoting alderperson. Per a resolution dated November 26, 1976, the common council desires that the project coordinator of the community development block grant program act as its representative on the said housing authority committee. The aldermanic and citizen members shall be appointed by the mayor subject to confirmation by the common council. No compensation shall be paid for serving on the housing authority.

Sec. 2-601. Terms of office.

The term of citizen members shall be five years each. The council member's term shall be for one year. The members shall be appointed by the mayor subject to confirmation by the common council at the annual organizational meeting of the council held on the third Tuesday in April.

Sec. 2-602. Meetings; rules and regulations.

The members of the housing authority shall elect the officers, hold the meetings and establish the rules and regulations as it shall deem necessary and proper for carrying on its functions. Three members constitute a quorum.

Sec. 2-603. Powers and duties.

To provide oversight and direction in the administration of the authority towards the goal of providing safe, sanitary affordable housing to low and moderate income households.

Secs. 2-604—2-624. Reserved.

DRAFT AMENDMENT TO ORDINANCE DIVISION 2.-HOUSING AUTHORITY

Ordinance No. _____

**ORDINANCE AMENDING ARTICLE VII, DIVISION 2, SECTIONS 2-600 through 2-603 OF
THE MUNICIPAL CODE OF THE CITY OF TOMAH**

The Common Council of the City of Tomah do ordain as follows:

SECTION ONE: Article VII, Division 2, Sections 2-600 through 2-603 of the Municipal Code are hereby amended to read as follows:

- DIVISION 2. - HOUSING AUTHORITY**

Commented [PP1]: The name of the authority is set in statutes as well as the resolution and bylaws already

- Sec. 2-600. - Composition; compensation; employment; removal; dissolution.**

(1). Composition. The Housing Authority of the City of Tomah, Wisconsin, also referred to as the "Commission," shall consist of five total commissioners. No commissioner may be connected in any official capacity with any political party nor may more than 2 be officers of the city. The five commissioners shall be appointed by the mayor subject to confirmation by the Common Council. In addition to the 5 commissioners, the City Administrator, or a city employee that the Administrator appoints via a Delegation of Authority letter, shall serve as a non-voting ex officio member of the Commission.

(2). Compensation. No compensation shall be paid for serving on the Commission. The city council will also not pay commissioners per diem, mileage, nor other expenses incurred in the discharge of their duties.

(3) Employment. The Commission may employ a secretary, who shall be the Executive Director, as well as technical experts and other officers, agents and employees, permanent and temporary, and shall determine their qualifications, duties, and compensation. The Commission may call upon the City Attorney and/or the Chief of Police for legal services at the expense of the Commission. The Commission may delegate to one or more of its agents or employees the powers or duties of the authority.

Commented [PP2]: This is part of the statutory authority.

(4). Removal. For inefficiency or neglect of duty or misconduct in office, a commissioner may be removed by the Mayor, but a commissioner may be removed only after having been given a copy of the charges at least 10 days before the hearing on the charges and an opportunity to be heard in person or by counsel. If a commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the office of the City Clerk. To the extent applicable, the provisions of s. 17.16 relating to removal for cause apply to any removal.

(5). Dissolution. In accordance with ss. 66.1201(26), Commission may be dissolved upon adoption of an ordinance or resolution by the City Council declaring that the need for the authority no longer exists, that all projects under the authority's jurisdiction have been disposed of, that there are no outstanding obligations or contracts and that no further business remains to be transacted by the authority.

- **Sec. 2-601. - Terms of office.**

The term of office shall be 5 years. A commissioner shall hold office until his or her successor has been appointed and has qualified. Vacancies shall be filled for the unexpired term in the same manner as other appointments. The commissioners shall be appointed by the mayor subject to confirmation by the common council at the annual organizational meeting of the council. **Sec. 2-602. – Quorum; meetings; chairperson/vice chairperson; rules and regulations.**

Commented [PP3]: Since we have already appointed the initial commissioners when the resolution was passed years ago

(1). Quorum. Three members constitute a quorum.

(2). Meetings. The Commission shall hold a regular meeting each month at a day and time agreed upon by its members.

(3). Chairperson/Vice Chairperson. The Commission shall elect a chairperson and vice chairperson from among its members.

(4). Rules and regulations. The Commission shall approve a set of bylaws that regulate its operations, so long as those bylaws are in accordance with this ordinance as well as state and federal laws governing the administration of public housing authorities.

- **Sec. 2-603. - Duty; powers; interested commissioners or employees.**

(1). Duty. To provide oversight and direction in the administration of the Housing Authority of the City of Tomah, Wisconsin towards the goal of providing safe, sanitary affordable housing to low- and moderate-income households. The Housing Authority of the City of Tomah, Wisconsin and its commissioners shall comply or cause compliance strictly with all provisions of ss. 66.1201 to 66.1211, with the laws of the state and with any contract of the Commission.

(2) Powers. The Housing Authority of the City of Tomah, Wisconsin is a public body and a body corporate and politic, exercising public powers, and has all the powers necessary or convenient to carry out and effectuate the purposes and provisions of ss. 66.1201 to 66.1211, including the following powers in addition to others granted in this section:

(a) Within its area of operation to prepare, carry out, acquire, lease and operate housing projects approved by the council; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part of a housing project.

(b) To take over by purchase, lease or otherwise any housing project undertaken by any government and located within the area of operation of the Commission when approved by the

council; to purchase, lease, obtain options upon, acquire by gift, grant, bequest, devise, or otherwise, any real or personal property or any interest in the real or personal property.

(c) To act as agent for any government in connection with the acquisition, construction, operation or management of a housing project or any part of a housing project.

(d) To arrange or contract for the furnishing of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants of a housing project.

(e) To lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project and, subject to the limitations contained in this section, to establish and revise the rents or charges for the housing project.

(f) Within its area of operation to investigate into living, dwelling and housing conditions and into the means and methods of improving those conditions; and to engage in research and studies on the subject of housing.

(h) To acquire by eminent domain any real property, including improvements and fixtures on the real property.

(i) To own, hold, clear and improve property, to insure or provide for the insurance of the property or operations of the authority against any risks, to procure insurance or guarantees from the federal government of the payment of any debts or parts of debts secured by mortgages made or held by the Commission on any property included in any housing project.

(j) To contract for the sale of, and to sell, any part or all of the interest in real estate acquired and to execute contracts of sale and conveyances as the Commission considers desirable.

(k) In connection with any loan, to agree to limitations upon its right to dispose of any housing project or part of a housing project.

(L) In connection with any loan by a government, to agree to limitations upon the exercise of any powers conferred upon the authority by ss. 66.1201 to 66.1211.

(m) To invest any funds held in reserve or sinking funds, or any funds not required for immediate disbursement, in property or securities in which savings banks may legally invest funds subject to their control.

(n) To sue and be sued, to have a seal and to alter the same at pleasure, to have perpetual succession, to make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the Commission.

(o) To make and amend and repeal bylaws, rules and regulations not inconsistent with ss. 66.1201 to 66.1211, to carry into effect the powers and purposes of Commission.

(p) To exercise all or any part or combination of powers granted in this section. No provisions of law with respect to the acquisition or disposition of property by other public bodies are applicable to Commission unless otherwise provided.

(q) To execute bonds, notes, debentures or other evidences of indebtedness which, when executed by a housing authority, are not a debt or charge against any city, county, state or any other governmental authority, other than against the Commission itself and its available property, income or other assets in accordance with the terms of an evidence of indebtedness and of this section, and no individual liability exists for any official act done by any member of the Commission nor commissioners. No authority may levy any tax or assessment.

(r) To provide by all means available under ss. [66.1201](#) to [66.1211](#) housing projects for veterans and their families regardless of their income. The projects are not subject to the limitations of s. [66.1205](#).

(s) Notwithstanding the provisions of any law, to acquire sites; to prepare, carry out, acquire, lease, construct and operate housing projects to provide temporary dwelling accommodations for families regardless of income who are displaced under ss. [66.1201](#) to [66.1331](#); to further slum clearance, urban redevelopment and blight elimination; and to provide temporary dwelling accommodations for families displaced by reason of any street widening, expressway or other public works project causing the demolition of dwellings.

(t) To participate in an employee retirement or pension system of the city which has declared the need for the authority and to expend funds of the Commission for this purpose.

(u) To join or cooperate with one or more authorities in the exercise, either jointly or otherwise, of any of their powers for the purpose of financing, including the issuance of bonds, notes or other obligations and giving security for these obligations, planning, undertaking, owning, constructing, operating or contracting with respect to a housing project located within the area of operation of any one or more of the authorities. For this purpose Commission may by resolution prescribe and authorize any other housing authority, joining or cooperating with it, to act on its behalf with respect to any powers, as its agent or otherwise, in the name of the authority joining or cooperating or in its own name.

(v) To establish a procedure for preserving records of the Commission by the use of microfilm, another reproductive device, optical imaging, or electronic formatting if authorized under s. [19.21 \(4\) \(c\)](#). The procedure shall assure that copies of records that are open to public inspection continue to be available to members of the public requesting them. A photographic reproduction of a record or copy of a record generated from optical disc or electronic storage is deemed the same as an original record for all purposes if it meets the applicable standards established in ss. [16.61](#) and [16.612](#).

(w) To exercise any powers of a redevelopment authority operating under s. [66.1333](#) if done in concert with a redevelopment authority under a contract under s. [66.0301](#).

(x) To, within its area of operation, either by itself or with the department of veterans affairs, undertake and carry out studies and analyses of veterans housing needs and meeting those needs and make the study results available to the public, including the building, housing and supply industries.

(3). Interested Commissioners or Employees. No commissioner nor employee of the Commission may acquire any direct or indirect interest in any housing project or in any property included in any project or have direct or indirect interest in any contract for insurance, materials or services to be furnished or used in connection with any housing project. If a commissioner or employee owns or controls a direct or indirect interest in any property included in any housing project, that person shall immediately disclose the interest in writing to the Commission and the disclosure shall be entered upon the minutes of the Commission. Failure to so disclose the interest constitutes misconduct in office.

SECTION TWO: All ordinances in conflict with the foregoing are hereby repealed.

SECTION THREE: This ordinance shall take effect upon passage and publication.

Paul Dwyer, Mayor

ATTEST:

Nicole Jacobs, Clerk

READ:

PASSED:

PUBLISHED:

MINUTES FOR CITIZEN ORDINANCE COMMITTEE

A Citizen Ordinance Committee was held on **Thursday, July 10, 2025 at 4:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Join Zoom Meeting

<https://us06web.zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNFlwMzdSZz09>

Meeting ID: 768 946 6740 **Passcode:** Tomah2020

AGENDA

A. Call to Order/Roll Call

- | | |
|---|-------------|
| 1. Mayor Paul Dwyer: | Present |
| 2. Alderperson John Glynn: | Present |
| 3. Alderperson Patrick Devine: | Not Present |
| 4. City Administrator Nicholas Morales: | Present |
| 5. City Attorney Penny Precour: | Not Present |
| 6. Citizen Terry Christen: | Present |
| 7. Citizen Mike Weber: | Present |
| 8. Citizen Helene Stein: | Present |

B. Approval: Amendment to Tomah Public Housing Authority Ordinance

- Motion: Alderperson Glynn
- Second: Mike Weber
- Discussion:
 - City Administrator Morales explained federal, state, and local laws and regulations governing public housing authorities and the need to amend the current city ordinance to provide clarity of the relationship between the city and the housing authority.
- Amendments:
- Vote: 5-0

1. Mayor Paul Dwyer:	Yay
2. Alderperson John Glynn:	Yay
3. Alderperson Patrick Devine:	Not Present
4. City Administrator Nicholas Morales:	Nonvoting
5. City Attorney Penny Precour:	Not Present
6. Citizen Terry Christen:	Yay
7. Citizen Mike Weber:	Yay

Citizen Ordinance Committee – July 10, 2025

Page **z**

8. Citizen Helene Stein: Yay

C. Ordinance Approving Petition for Detachment of Territory by Mr. Thorson and Dr. Mueller

- Motion: Alderperson Glynn
- Second: Terry Christen
- Discussion:
 - City Administrator Morales advised the committee that it is outside their scope of responsibility to evaluate whether or not detachment should occur. Professional recommendation was that the committee only vote on whether or the not the ordinance is properly written given the requirements of Wis. Stat. 66.0227.
- Amendments:
- Vote: 5-0
 1. Mayor Paul Dwyer: Yay
 2. Alderperson John Glynn: Yay
 3. Alderperson Patrick Devine: Not Present
 4. City Administrator Nicholas Morales: Nonvoting
 5. City Attorney Penny Precour: Not Present
 6. Citizen Terry Christen: Yay
 7. Citizen Mike Weber: Yay
 8. Citizen Helene Stein: Yay

ADJOURNMENT

- Motion: Mrs. Stein
- Second: Alderperson Glynn
- Discussion: None.
- Amendments:
- Vote: 5-0
 9. Mayor Paul Dwyer: Yay
 10. Alderperson John Glynn: Yay
 11. Alderperson Patrick Devine: Not Present
 12. City Administrator Nicholas Morales: Nonvoting
 13. City Attorney Penny Precour: Not Present
 14. Citizen Terry Christen: Yay
 15. Citizen Mike Weber: Yay
 16. Citizen Helene Stein: Yay

SUBCHAPTER XII

HOUSING AUTHORITIES**66.1201 Housing authorities.**

- (1) **SHORT TITLE.** Sections 66.1201 to 66.1211 may be referred to as the "Housing Authorities Law".
- (2) **FINDING AND DECLARATION OF NECESSITY.** It is declared that there exist in the state insanitary or unsafe dwelling accommodations and that persons of low income are forced to reside in insanitary or unsafe accommodations; that within the state there is a shortage of safe or sanitary dwelling accommodations available at rents which persons of low income can afford and that these persons are forced to occupy overcrowded and congested dwelling accommodations; that the conditions described in this subsection cause an increase in and spread of disease and crime and constitute a menace to the health, safety, morals and welfare of the residents of the state and impair economic values; that these conditions necessitate excessive and disproportionate expenditures of public funds for crime prevention and punishment, public health and safety, fire and accident protection, and other public services and facilities; that these slum areas cannot be cleared, nor can the shortage of safe and sanitary dwellings for persons of low income be relieved, through the operation of private enterprise, and that the construction of housing projects for persons of low income would, therefore, not be competitive with private enterprise; that the clearance, replanning and reconstruction of the areas in which insanitary or unsafe housing conditions exist and the providing of safe and sanitary dwelling accommodations for persons of low income are public uses and purposes for which public money may be spent and private property acquired and are governmental functions of state concern; that it is in the public interest that work on these projects be commenced as soon as possible in order to relieve unemployment which now constitutes an emergency; and the necessity in the public interest for the provisions of this section, is declared as a matter of legislative determination.
- (2m) **DISCRIMINATION.** Persons otherwise entitled to any right, benefit, facility, or privilege under ss. 66.1201 to 66.1211 may not be denied the right, benefit, facility, or privilege in any manner for any purpose nor be discriminated against because of sex, race, color, creed, sexual orientation, status as a victim of domestic abuse, sexual assault, or stalking, as defined in s. 106.50 (1m) (u), or national origin.
- (3) **DEFINITIONS.** In ss. 66.1201 to 66.1211, unless a different meaning clearly appears from the context:
- (a) "Area of operation" includes the city for which a housing authority is created, the area within 5 miles of the territorial boundaries of the city but not beyond the county limits of the county in which the city is located and the area within the limits of the city unless the city annexes the area of operation. "Area of operation" does not include any area which lies within the territorial boundaries of any city for which another housing authority is created by this section.
 - (b) "Authority" or "housing authority" means any of the public corporations established pursuant to sub. (4).
 - (c) "Bonds" means any bonds, interim certificates, notes, debentures or other obligations of the authority issued pursuant to ss. 66.1201 to 66.1211.
 - (cm) "City clerk" and "mayor" mean the clerk and mayor, respectively, of the city or the officers of the city charged with the duties customarily imposed on the clerk and mayor, respectively.
 - (d) "Commissioner" means one of the members of an authority appointed in accordance with ss. 66.1201 to 66.1211.
 - (e) "Community facilities" includes real and personal property, and buildings and equipment for recreational or social assemblies, for educational, health or welfare purposes and necessary utilities, when designed primarily for the benefit and use of the housing authority or the occupants of the dwelling accommodations, or for both.
 - (f) "Contract" means any agreement of an authority with or for the benefit of an obligee whether contained in a resolution, trust indenture, mortgage, lease, bond or other instrument.
 - (g) "Council" means the common council or other body charged with governing a city.
 - (h) "Federal government" includes the United States of America and any agency or instrumentality, corporate or otherwise, of the United States of America.
 - (i) "Government" includes the state and federal governments and any subdivision, agency or instrumentality, corporate or otherwise, of either of them.
 - (j) "Housing projects" includes all real and personal property, building and improvements, and community facilities acquired or constructed pursuant to a single plan either to demolish, clear, remove, alter or repair insanitary

or unsafe housing or to provide safe and sanitary dwelling accommodations for persons of low income both. "Housing projects" includes the planning of buildings and improvements, the acquisition of property, the demolition of existing structures, the construction, reconstruction, alteration and repair of the improvements and all other related work. Item 12.

- (js) "Mixed development" means all real and personal property, buildings and improvements, and community facilities acquired, rehabilitated, or constructed pursuant to a single plan to revitalize, redevelop, or transfer one or more properties into a mixed-use or mixed-income development primarily to serve persons of low income or persons of low income and persons of moderate income with housing, commercial, and neighborhood amenities or other support services. "Mixed development" includes the planning of buildings and improvements, the acquisition of property, the demolition of existing structures, the construction, reconstruction, alteration, and repair of the improvements, and all other related work.
- (k) "Mortgage" includes deeds of trust, mortgages, building and loan contracts, land contracts or other instruments conveying real or personal property as security for bonds and conferring a right to foreclose and cause a sale of the real property or personal property.
- (l) "Obligee of the authority" or "obligee" includes any bondholder, trustee or trustees for any bondholders, any lessor demising property to the authority used in connection with a housing project or any assignee of the lessor's interest or any part of the lessor's interest, and the federal government, when it is a party to any contract with the authority.
- (m) "Persons of low income" means persons or families who lack the amount of income necessary, as determined by the authority undertaking the housing project, to enable them, without financial assistance, to live in decent, safe and sanitary dwellings, without overcrowding.
- (mg) "Persons of moderate income" means persons or families who qualify as having moderate income, as determined by the authority. The authority may not consider a household to be a person of moderate income if the household's income exceeds 120 percent of the median income for the area, unless an applicable guideline or regulation of the federal department of housing and urban development permits the household to qualify as having moderate income.
- (n) "Real property" includes lands, lands under water, structures, and any easements, franchises and incorporeal hereditaments and every estate and right in an estate, legal and equitable, including terms for years and liens by way of judgment, mortgage or otherwise.
- (o) "Slum" means any area where dwellings predominate which, by reason of dilapidation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to safety, health and morals.
- (p) "State public body" means any city, town, village, county, municipal corporation, commission, district, authority, other subdivision or public body of the state.
- (q) "Trust indenture" includes instruments pledging the revenues of real or personal properties.

(4) CREATION OF HOUSING AUTHORITIES.

- (a) When a council declares by resolution that there is need for an authority to function in the city, a public body corporate and politic then exists in the city and shall be known as the "housing authority" of the city. The authority may then transact business and exercise any powers granted to it under this section.
- (b) The council shall adopt a resolution declaring that there is need for a housing authority in the city if the council finds that insanitary or unsafe inhabited dwelling accommodations exist in the city or that there is a shortage of safe or sanitary dwelling accommodations in the city available to persons of low income at rentals they can afford. In determining whether dwelling accommodations are unsafe or insanitary the council may take into consideration the degree of overcrowding, the percentage of land coverage, the light, air, space and access available to the inhabitants of the dwelling accommodations, the size and arrangement of the rooms, the sanitary facilities, and the extent to which conditions exist in the buildings which endanger life or property by fire or other causes.
- (c) In any suit, action or proceeding involving the validity or enforcement of or relating to any contract of the authority, the authority shall be conclusively deemed to have become established and authorized to transact business and exercise its powers under this section upon proof of the adoption of a resolution by the council declaring the need for the authority. The resolution is sufficient if it declares that there is a need for an authority and finds that either or both of the conditions described in par. (b) exist in the city. A copy of the resolution duly certified by the city clerk is admissible evidence in any suit, action or proceeding.

(5) APPOINTMENT, QUALIFICATIONS AND TENURE OF COMMISSIONERS.

- (a) When the council adopts a resolution under sub. (4), it shall promptly notify the mayor. Upon receiving the notice, the mayor shall, with the confirmation of the council, appoint 5 persons as commissioners of the authority, except that the mayor of a 1st class city that has created a housing authority before May 5, 1994, shall appoint 7 commissioners, at least 2 of whom shall be residents of a housing project acquired or constructed by the authority. No commissioner may be connected in any official capacity with any political

party nor may more than 2 be officers of the city in which the authority is created. The powers of ea
authority shall be vested in the commissioners of the authority.

Item 12.

- (b) The first 5 commissioners who are first appointed shall be designated by the mayor to serve for terms of 1, 2, 3, 4 and 5 years respectively from the date of their appointment and the 2 additional commissioners appointed by the mayor of a 1st class city under par. (a) shall be first appointed to terms of 3 and 5 years respectively. Thereafter, the term of office shall be 5 years. A commissioner shall hold office until his or her successor has been appointed and has qualified. Vacancies shall be filled for the unexpired term in the same manner as other appointments. Three commissioners constitute a quorum, except that in an authority with 7 commissioners, 4 commissioners constitute a quorum. The mayor shall file with the city clerk a certificate of the appointment or reappointment of any commissioner and the certificate is conclusive evidence of the proper appointment of that commissioner if that commissioner has been confirmed under this paragraph and has taken and filed the official oath before entering office. The council of a city may pay commissioners a per diem and mileage and other necessary expenses incurred in the discharge of their duties at rates established by the council.
- (c) When the office of the first chairperson of the authority becomes vacant, the authority shall select a chairperson from among its members. An authority shall select from among its members a vice chairperson, and it may employ a secretary, who shall be executive director, technical experts and other officers, agents and employees, permanent and temporary and shall determine their qualifications, duties and compensation. An authority may call upon the city attorney or chief law officer of the city for legal services. An authority may delegate to one or more of its agents or employees powers or duties of the authority.

(6) DUTY OF THE AUTHORITY AND ITS COMMISSIONERS. The authority and its commissioners shall comply or cause compliance strictly with all provisions of ss. 66.1201 to 66.1211, with the laws of the state and with any contract of the authority.

(7) INTERESTED COMMISSIONERS OR EMPLOYEES. No commissioner or employee of an authority may acquire any direct or indirect interest in any housing project or in any property included in any project or have any direct or indirect interest in any contract for insurance, materials or services to be furnished or used in connection with any housing project. If a commissioner or employee of an authority owns or controls a direct or indirect interest in any property included in any housing project, that person shall immediately disclose the interest in writing to the authority and the disclosure shall be entered upon the minutes of the authority. Failure to so disclose the interest constitutes misconduct in office.

(8) REMOVAL OF COMMISSIONERS. For inefficiency or neglect of duty or misconduct in office, a commissioner of an authority may be removed by the mayor, but a commissioner may be removed only after having been given a copy of the charges at least 10 days before the hearing on the charges and an opportunity to be heard in person or by counsel. If a commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the office of the city clerk. To the extent applicable, the provisions of s. 17.16 relating to removal for cause apply to any removal.

(9) POWERS OF AUTHORITY. An authority is a public body and a body corporate and politic, exercising public powers, and has all the powers necessary or convenient to carry out and effectuate the purposes and provisions of ss. 66.1201 to 66.1211, including the following powers in addition to others granted in this section:

- (a) Within its area of operation to prepare, carry out, acquire, lease and operate housing projects approved by the council; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part of a housing project.
- (am) On any property wholly or partially owned by a housing authority before October 1, 2021, and within its area of operation to prepare, carry out, acquire, lease, and operate mixed developments; and to provide for the construction, reconstruction, improvement, alteration, or repair of any mixed development or any part of a mixed development. This paragraph applies only to a housing authority created by a 1st class city.
- (b) To take over by purchase, lease or otherwise any housing project undertaken by any government and located within the area of operation of the authority when approved by the council; to purchase, lease, obtain options upon, acquire by gift, grant, bequest, devise, or otherwise, any real or personal property or any interest in the real or personal property.
- (c) To act as agent for any government in connection with the acquisition, construction, operation or management of a housing project or any part of a housing project.
- (d) To arrange or contract for the furnishing of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants of a housing project.
- (e) To lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project and, subject to the limitations contained in this section, to establish and revise the rents or charges for the housing project.
- (f) Within its area of operation to investigate into living, dwelling and housing conditions and into the means and methods of improving those conditions; and to engage in research and studies on the subject of housing
- (h) To acquire by eminent domain any real property, including improvements and fixtures on the real property

- (i) To own, hold, clear and improve property, to insure or provide for the insurance of the property or open the authority against any risks, to procure insurance or guarantees from the federal government of the payment of any debts or parts of debts secured by mortgages made or held by the authority on any property included in any housing project.
- (j) To contract for the sale of, and to sell, any part or all of the interest in real estate acquired and to execute contracts of sale and conveyances as the authority considers desirable.
- (k) In connection with any loan, to agree to limitations upon its right to dispose of any housing project or part of a housing project.
- (l) In connection with any loan by a government, to agree to limitations upon the exercise of any powers conferred upon the authority by ss. 66.1201 to 66.1211.
- (m) To invest any funds held in reserve or sinking funds, or any funds not required for immediate disbursement, in property or securities in which savings banks may legally invest funds subject to their control.
- (n) To sue and be sued, to have a seal and to alter the same at pleasure, to have perpetual succession, to make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the authority.
- (o) To make and amend and repeal bylaws, rules and regulations not inconsistent with ss. 66.1201 to 66.1211, to carry into effect the powers and purposes of the authority.
- (p) To exercise all or any part or combination of powers granted in this section. No provisions of law with respect to the acquisition or disposition of property by other public bodies are applicable to an authority unless otherwise provided.
- (q) To execute bonds, notes, debentures or other evidences of indebtedness which, when executed by a housing authority, are not a debt or charge against any city, county, state or any other governmental authority, other than against the authority itself and its available property, income or other assets in accordance with the terms of an evidence of indebtedness and of this section, and no individual liability exists for any official act done by any member of the authority. No authority may levy any tax or assessment.
- (r) To provide by all means available under ss. 66.1201 to 66.1211 housing projects for veterans and their families regardless of their income. The projects are not subject to the limitations of s. 66.1205.
- (s) Notwithstanding the provisions of any law, to acquire sites; to prepare, carry out, acquire, lease, construct and operate housing projects to provide temporary dwelling accommodations for families regardless of income who are displaced under ss. 66.1201 to 66.1331; to further slum clearance, urban redevelopment and blight elimination; and to provide temporary dwelling accommodations for families displaced by reason of any street widening, expressway or other public works project causing the demolition of dwellings.
- (t) To participate in an employee retirement or pension system of the city which has declared the need for the authority and to expend funds of the authority for this purpose.
- (u) To join or cooperate with one or more authorities in the exercise, either jointly or otherwise, of any of their powers for the purpose of financing, including the issuance of bonds, notes or other obligations and giving security for these obligations, planning, undertaking, owning, constructing, operating or contracting with respect to a housing project located within the area of operation of any one or more of the authorities. For this purpose an authority may by resolution prescribe and authorize any other housing authority, joining or cooperating with it, to act on its behalf with respect to any powers, as its agent or otherwise, in the name of the authority joining or cooperating or in its own name.
- (v) To establish a procedure for preserving records of the authority by the use of microfilm, another reproductive device, optical imaging, or electronic formatting if authorized under s. 19.21 (4) (c). The procedure shall assure that copies of records that are open to public inspection continue to be available to members of the public requesting them. A photographic reproduction of a record or copy of a record generated from optical disc or electronic storage is deemed the same as an original record for all purposes if it meets the applicable standards established in ss. 16.61 and 16.612.
- (w) To exercise any powers of a redevelopment authority operating under s. 66.1333 if done in concert with a redevelopment authority under a contract under s. 66.0301.
- (x) To, within its area of operation, either by itself or with the department of veterans affairs, undertake and carry out studies and analyses of veterans housing needs and meeting those needs and make the study results available to the public, including the building, housing and supply industries.
- (10) EMINENT DOMAIN.**
 - (a) The authority may acquire by eminent domain any real property, including fixtures and improvements, which it deems necessary to carry out the purposes of ss. 66.1201 to 66.1211 after the adoption by it of a resolution declaring that the acquisition of the property described in the resolution is in the public interest and necessary for public use. The authority may exercise the power of eminent domain pursuant to ch. 32 or pursuant to any other applicable statutory provisions.

- (b)** At any time at or after the filing for condemnation, and before the entry of final judgment, the authority shall file with the clerk of the court in which the petition is filed a declaration of taking signed by the duly authorized officer or agent of the authority declaring that all or any part of the property described in the petition is to be taken for the use of the authority. The declaration of taking is sufficient if it sets forth all of the following:
1. A description of the property.
 2. A statement of the estate or interest in the property being taken.
 3. A statement of the sum of money estimated by the authority to be just compensation for the property taken, which sum shall be not less than the last assessed valuation for tax purposes of the estate or interest in the property to be taken.
- (c)** From the filing of the declaration of taking under par. (b) and the deposit in court of the amount of the estimated compensation stated in the declaration, title to the property specified in the declaration vests in the authority and the property is condemned and taken for the use of the authority and the right to just compensation for the property vests in the persons entitled to the compensation. Upon the filing of the declaration of taking the court shall designate a day not exceeding 30 days after the filing, except upon good cause shown, on which the person in possession shall surrender possession to the authority.
- (d)** The ultimate amount of compensation vests in the manner provided by law. If the amount vested exceeds the amount deposited in court by the authority, the court shall enter judgment against the authority in the amount of the deficiency together with interest at the rate of 6 percent per year on the deficiency from the date of the vesting of title to the date of the entry of the final judgment subject to abatement for use, income, rents or profits derived from the property by the owner subsequent to the vesting of title in the authority. The court shall order the authority to deposit the amount of the deficiency in court.
- (e)** At any time before the vesting of title of property in the authority the authority may withdraw or dismiss its petition with respect to any of the property described in the petition.
- (f)** Upon vesting of title to any property in the authority, all the right, title and interest of all persons having an interest in, or lien upon, the property are divested immediately and these persons are entitled only to receive compensation for the property.
- (g)** Except as provided in this subsection with reference to the declaration of taking, the proceedings shall be as provided by law for condemnation, and the deposit in court of the amount estimated by the authority upon a declaration of taking shall be disbursed as provided by law for an award in condemnation proceedings.
- (h)** Property already devoted to a public use may be acquired, provided that no property belonging to any municipality or to any government may be acquired without its consent and that no property belonging to a public utility corporation may be acquired without the approval of the public service commission or other officer or tribunal, if any, having regulatory power over the public utility corporation.
- (i)** If a housing project or mixed development involves federal financial assistance, the duration of replacement housing payments to displaced tenants under the relocation plan is as provided under 42 USC 4624. This paragraph applies only to a project or development on a property wholly or partially owned before October 1, 2021, by a housing authority created by a 1st class city.
- (11) ACQUISITION OF LAND FOR GOVERNMENT.** The authority may acquire, by purchase or by the exercise of its power of eminent domain under sub. (10), any property, real or personal, for any housing project being constructed or operated by a government. The authority upon such terms and conditions, with or without consideration, as it shall determine, may convey title or deliver possession of property so acquired or purchased to the government for use in connection with a housing project.
- (12) ZONING AND BUILDING LAWS.** All housing projects of an authority shall be subject to the planning, zoning, sanitary and building laws, ordinances and regulations applicable to the locality in which the housing project is situated.
- (13) TYPES OF BONDS.**
- (a)**
1. An authority may issue any bonds for its corporate purposes, including bonds on which the principal and interest are payable by any of the following methods:
 - a. Exclusively from the income and revenues of the housing project financed with the proceeds of the bonds, or with those proceeds together with a grant from the federal government in aid of the project.
 - b. Exclusively from the income and revenues of certain designated housing projects whether or not they were financed in whole or in part with the proceeds of the bonds.
 - c. From its revenues generally.
 2. Any of the bonds under subd. 1. may be additionally secured by a pledge of any revenues or, subject to the limitations imposed under pars. (b) and (c), a mortgage of any housing project, projects or other property of the authority.

- (b) Neither the commissioners of the authority nor any person executing the bonds is liable personally on bonds by reason of their issuance.
 - (c) The bonds and other obligations of the authority are not a debt of any municipality located within its boundaries or of the state and this fact shall be stated on their face. Neither the state nor any municipality is liable for the bonds or other obligations, nor are they payable out of any funds or properties other than those of the authority.
- (14) FORM AND SALE OF BONDS.**
- (a) Bonds of an authority shall be authorized by its resolution and may be issued in one or more series and shall bear any date, mature at any time, bear interest at any rate, be in any denomination, be in the form of coupon bonds or of bonds registered under s. 67.09, carry any conversion or registration privileges, have any rank or priority, be executed in any manner, be payable in any medium of payment, at any place, and be subject to any terms of redemption, with or without premium, that the resolution, its trust indenture or mortgage may provide. Any bond reciting in substance that it has been issued by an authority to aid in financing a housing project to provide dwelling accommodations for persons of low income shall be conclusively deemed, in any suit, action or proceeding involving the validity or enforceability of the bond or the security for the bond, to have been issued for such a housing project. Bonds of an authority are issued for an essential public and governmental purpose and are public instrumentalities and, together with interest and income, are exempt from taxes.
 - (b) The bonds may be sold at public or private sale as the authority provides. The bonds may be sold at any price determined by the authority.
 - (c) The bonds shall be executed as provided in s. 67.08 (1).
 - (d) The authority may purchase, out of available funds, any bonds issued by it at a price not more than the principal amount of the bonds and the accrued interest. Bonds payable exclusively from the revenues of a designated project or projects shall be purchased only out of any revenues available for that purpose. All bonds so purchased shall be canceled. This paragraph does not apply to the redemption of bonds.
 - (e) Any provision of any law to the contrary notwithstanding, any bonds, interim certificates, or other obligations issued pursuant to ss. 66.1201 to 66.1211 are fully negotiable.
- (15) PROVISIONS OF BONDS, TRUST INDENTURES, AND MORTGAGES.** In connection with the issuance of bonds or the incurring of any obligation under a lease and in order to secure the payment of bonds or obligations, the authority may:
- (a) Pledge by resolution, trust indenture, mortgage, subject to the limitations in this subsection, or other contract any of its rents, fees, or revenues.
 - (b) Covenant against mortgaging any of its property or against permitting any lien on its property.
 - (c) Covenant with respect to limitations on its right to sell, lease or otherwise dispose of any housing project or any part of a housing project, or with respect to limitations on its right to undertake additional housing projects.
 - (d) Covenant against pledging any of its rents, fees and revenues or against permitting any lien on its rents, fees and revenues.
 - (e) Provide for the release of property, rents, fees and revenues from any pledge or mortgage, and reserve rights and powers in, or the right to dispose of, property which is subject to a pledge or mortgage.
 - (f) Covenant as to the bonds to be issued pursuant to any resolution, trust indenture, mortgage or other instrument and as to the issuance of bonds in escrow or otherwise, and as to the use and disposition of the proceeds of the bonds.
 - (g) Provide for the terms, form, registration, exchange, execution and authentication of bonds.
 - (h) Provide for the replacement of lost, destroyed or mutilated bonds.
 - (i) Covenant that the authority warrants the title to the premises.
 - (j) Covenant as to the rents and fees to be charged, the amount to be raised each year or other period of time by rents, fees and other revenues and as to the use and disposition to be made of the revenues.
 - (k) Covenant as to the use of any of its property.
 - (L) Create special funds which segregate all of the following:
 1. The proceeds of any loan or grant or both.
 2. The rents, fees and revenues of a housing project.
 3. Any moneys held for the payment of the costs of operations and maintenance of any housing projects or as a reserve for the meeting of contingencies in the operation and maintenance of housing projects.
 4. Any moneys held for the payment of the principal and interest on its bonds or the sums due under its leases or as a reserve for the payments.
 5. Any moneys held for any other reserves or contingencies.
 - (Lm) Covenant as to the use and disposal of the moneys held in funds created under par. (L).
 - (m) Redeem the bonds, covenant for their redemption and provide the terms and conditions of the bonds.

- (n) Covenant against extending the time for the payment of its bonds or interest on the bonds by any means.
 - (o) Prescribe the procedure, if any, by which the terms of any contract with bondholders may be amended, abrogated, the amount of bonds the holders of which must consent to a contract amendment or abrogation and the manner in which consent may be given.
 - (p) Covenant as to property maintenance, replacement and insurance and the use and disposition of insurance moneys.
 - (q) Vest in an obligee of the authority, if the authority fails to observe or perform any covenant on its part to be kept or performed, the right to cure any default and to advance any moneys necessary for that purpose. The moneys advanced may be made an additional obligation of the authority with such interest, security and priority as may be provided in any trust indenture, mortgage, lease or contract of the authority.
 - (r) Covenant and prescribe as to the events of default and terms and conditions upon which any of its bonds shall become or may be declared due before maturity and as to the terms and conditions upon which the declaration and its consequences may be waived.
 - (s) Covenant as to the rights, liabilities, powers and duties arising upon the breach by it of any covenant, condition or obligation.
 - (t) Covenant to surrender possession of all or any part of any housing project upon the happening of a default, as defined in the contract, and to vest in an obligee the right to take possession and to use, operate, manage and control housing projects, and to collect and receive all rents, fees and revenues arising from the housing projects in the same manner as the authority itself might do and to dispose of the moneys collected in accordance with the agreement of the authority with the obligee.
 - (u) Vest in a trust the right to enforce any covenant made to secure, to pay, or in relation to the bonds, to provide for the powers and duties of a trustee, to limit liabilities of a trustee and to provide the terms and conditions upon which the trustee or the bondholders or any proportion of them may enforce any covenant.
 - (v) Make covenants other than the covenants that are authorized in this subsection.
 - (w) Execute all instruments that are necessary or convenient in the exercise of its powers or in the performance of its covenants or duties.
 - (x) Make covenants and do any act necessary or convenient in order to secure its bonds, or, in the absolute discretion of the authority, that tend to make the bonds more marketable. An authority may not mortgage any of its property except as provided in sub. (16).
- (16) POWER TO MORTGAGE WHEN PROJECT FINANCED WITH AID OF GOVERNMENT.**
- (a) In this subsection, "government" includes the Wisconsin Housing and Economic Development Authority.
 - (b) In connection with any project financed in whole or in part, or otherwise aided by a government, whether through a donation of money or property, a loan, the insurance or guarantee of a loan, or otherwise, the authority may do any of the following:
 1. Mortgage its property.
 2. Grant security interests in its property.
 3. Issue its note or other obligation as may be required by the government.
- (17) REMEDIES OF AN OBLIGEE OF AUTHORITY.** An obligee of the authority, subject to its contract, may do any of the following:
- (a) By mandamus, suit, action or proceeding, all of which may be joined in one action, compel the authority and its commissioners, officers, agents or employees to perform every term, provision and covenant contained in any contract of the authority, and require the carrying out of any covenants and agreements of the authority and the fulfillment of all duties imposed upon the authority by ss. 66.1201 to 66.1211.
 - (b) By suit, action or proceeding enjoin any unlawful acts or things, or the violation of any of the rights of the obligee of the authority.
 - (c) By suit, action or proceeding cause possession of any housing project or any part of a housing project to be surrendered to any obligee having the right to possession pursuant to any contract of the authority.
- (18) ADDITIONAL REMEDIES CONFERRABLE BY MORTGAGE OR TRUST INDENTURE.** Any authority may by its trust indenture, mortgage, lease or other contract confer upon any obligee holding or representing a specified amount in bonds, lease or other obligations, the right upon the happening of an "event of default" as defined in the instrument:
- (a) By suit, action or proceeding obtain the appointment of a receiver of any housing project of the authority or any part of a housing project. Upon appointment, a receiver may enter and take possession of the housing project or any part of the housing project and operate and maintain it, and collect and receive all fees, rents, revenues or other charges arising in the same manner as the authority itself might do. The receiver shall keep the moneys in a separate account or accounts and apply the moneys in accordance with the obligations of the authority as a court directs.
 - (b) By suit, action or proceeding require the authority and its commissioners to account as if it and they were trustees of an express trust.

- (19) REMEDIES CUMULATIVE.** All the rights and remedies in this section are in addition to all other rights and remedies that may be conferred upon an obligee of the authority by law or by any contract with the authority. Item 12.
- (20) SUBORDINATION OF MORTGAGE TO AGREEMENT WITH GOVERNMENT.** The authority may agree in any mortgage made by it that the mortgage is subordinate to a contract for the supervision by a government of the operation and maintenance of the mortgaged property and the construction of improvements on the mortgaged property. A purchaser at a sale of the property of an authority pursuant to a foreclosure of a mortgage or any other remedy in connection with the foreclosure shall obtain title subject to the contract.
- (21) CONTRACTS WITH FEDERAL GOVERNMENT.** In addition to the powers conferred upon the authority by other provisions of ss. 66.1201 to 66.1211, the authority may borrow money or accept grants from the federal government for any housing project that the authority may undertake, take over any land acquired by the federal government for the construction or operation of a housing project, take over or lease or manage any housing project constructed or owned by the federal government, and to these ends, enter into any contracts, mortgages, trust indentures, leases or other agreements that the federal government may require including agreements that the federal government may supervise and approve the construction, maintenance and operation of the housing project. A council may take any action necessary to secure the financial aid and the cooperation of the federal government in the undertaking, construction, maintenance and operation of any housing project which the authority may undertake.
- (22) TAX EXEMPTION AND PAYMENTS IN LIEU OF TAXES.** Tax exemption and payments in lieu of taxes. The property of an authority is public property used for essential public and governmental purposes and the property and an authority are exempt from all taxes of the state or any state public body, except that the city in which a project or projects are located may fix a sum to be paid annually in lieu of taxes by the authority for the services, improvements, or facilities furnished to the property of the authority by the city. The amount paid in lieu of taxes may not exceed the amount that would be levied as the annual tax of the city upon the project. Property of an authority includes property in which an authority operating within a 1st class city or an entity in which an authority operating within a 1st class city holds an ownership interest holds a partial ownership interest if the property is held for any of the following purposes:
- (a)** As part of a financing or equity plan that includes state or federal tax credits, financing, funding, or rent subsidy.
 - (b)** A purpose related to the conversion of a housing project to a rental or housing assistance program under a contract with the federal government.
- (23) REPORTS.** The authority shall at least once a year file with the mayor of the city a report of its activities for the preceding year.
- (24) BIDS.**
- (a)** When a housing authority has the approval of the council for any project authorized under sub. (9) (a) or (b), the authority shall complete and approve plans, specifications, and conditions for carrying out the project, and shall advertise by publishing a class 2 notice, under ch. 985, for bids for all work which the authority must do by contract. The authority is not required to submit for bidding any contract in an amount of \$25,000 or less or, if the contract is for a project on a property wholly or partially owned before October 1, 2021, by a housing authority created by a 1st class city, \$50,000 or less, but if the estimated cost of the contract, except a contract for a project on a property wholly or partially owned before October 1, 2021, by an authority created by a 1st class city, is between \$10,000 and \$25,000, the authority shall give a class 2 notice, under ch. 985, of the proposed work before the contract is entered into. A contract subject to bidding shall be awarded to the lowest qualified and competent bidder. Section 66.0901 applies to the bidding.
 - (ag)** As an alternative to the advertising and bidding procedure under par. (a), an authority may contract under any purchase procedure authorized for the authority by the federal government.
 - (am)** The authority may reject any bid required under par. (a).
 - (b)** An authority may contract for the acquisition of a housing project without submitting the contract for bids as required by par. (a) if all of the following apply:
 1. The contract provides for undertaking of the housing project on land not owned at the time of the contract by the authority except the contract may provide for undertaking of the housing project on land acquired and owned by a community development authority for the purpose of ss. 66.1105, 66.1301 to 66.1329, 66.1331 or 66.1333 if the community development authority is proceeding under this paragraph as provided by s. 66.1335 (4).
 2. The contract provides for conveyance or lease of the project to the authority after completion of the project.
 3. The authority invites developers to submit proposals to provide a completed project and evaluates proposals according to site, cost, design, the developer's experience and other criteria specified by the authority.
- (25) LIQUIDATION AND DISPOSAL OF HOUSING PROJECTS.**
- (a)** In any city or village the council or village board by resolution or ordinance, or the electors by referendum under s. 9.20, may require the authority to liquidate and dispose of a project held and operated under ss. 66.1201 to 66.1211 or 66.1331.

- (b) If liquidation and disposal of a project is provided for under par. (a) the housing authority or other designated agency shall sell the project to the highest bidder after public advertisement, or transfer it to any state or local body authorized by law to acquire the project. No project may be sold for less than its fair market value as determined by a board of 3 licensed appraisers appointed by the council or village board. Item 12.
- (c) The arrangements for the liquidation and disposal of a project shall provide for the payment and retirement of all outstanding obligations in connection with the project, together with interest on the obligations and any premiums prescribed for the redemption of any bonds, notes or other obligations before maturity.
- (d) Any proceeds remaining after payment of the obligations under par. (c) shall be distributed in accordance with the federal law applicable at the time of the liquidation and disposal of the project. If no federal law is applicable to the liquidation and disposal of the project all remaining proceeds shall be paid to the city or village.
- (e) If the highest bid received is insufficient for the payment of all obligations set forth in par. (c) the project shall not be sold unless the city or village provides sufficient additional funds to discharge the obligations.
- (f) In order to carry out this subsection an authority or other designated agency shall exercise any option available to it for the payment and redemption of outstanding obligations set forth in par. (c) before maturity, if the city or village provides funds for payment and redemption.
- (g) No actions taken under this subsection shall affect or diminish the rights of any bondholders or other obligees of the authority.
- (h) In this subsection, "outstanding obligations" or "obligations" includes bonds, notes or evidences of indebtedness, as well as aids, grants, contributions or loans made by or received from any federal, state or local political government or agency.
- (26) DISSOLUTION OF HOUSING AUTHORITY.** Any housing authority may be dissolved upon adoption of an ordinance or resolution by the council or village board concerned declaring that the need for the authority no longer exists, that all projects under the authority's jurisdiction have been disposed of, that there are no outstanding obligations or contracts and that no further business remains to be transacted by the authority.

History: 1973 c. 172; 1975 c. 94, 221, 350; 1977 c. 418; 1979 c. 89; 1979 c. 110 s. 60 (13); 1979 c. 221; 1981 c. 112, 190, 232; 1983 a. 24; 1983 a. 81 s. 11; 1983 a. 83 s. 20; 1983 a. 189, 444; 1987 a. 27, 163; 1991 a. 316; 1993 a. 172, 184, 268, 379; 1995 a. 27, 225; 1997 a. 35; 1999 a. 150 ss. 285, 383, 384, 386, 388; Stats. 1999 s. 66.1201; 2001 a. 103, 104; 2005 a. 22; 2009 a. 95; 2015 a. 196; 2017 a. 316; 2021 a. 196; s. 35.17 correction in (9) (am), (24) (a).

The office of county planning and zoning commission member is incompatible with the position of executive director of the county housing authority. 81 Atty. Gen. 90.

66.1203 Housing authorities; operation not for profit.

- (1) It is declared to be the policy of this state that each housing authority shall manage and operate its housing projects in an efficient manner to enable it to fix the rentals for dwelling accommodations at the lowest possible rates consistent with its providing decent, safe and sanitary dwelling accommodations, and that no housing authority shall construct or operate any project for profit, or as a source of revenue to the city.
- (2) An authority shall fix the rentals for dwellings in its projects at no higher rates than it finds necessary in order to produce revenues which, together with all other available moneys, revenues, income and receipts of the authority from whatever sources derived, will be sufficient to accomplish all of the following:
- (a) Pay, as the rentals become due, the principal and interest on the bonds of the authority.
- (b) Meet the cost of, and provide for, maintaining and operating the projects, including the cost of any insurance, the administrative expenses of the authority, and, for projects located on properties wholly or partially owned before October 1, 2021, by a housing authority created by a 1st class city, tenant support services.
- (c) Create, during not less than the 6 years immediately succeeding its issuance of any bonds, a reserve sufficient to meet the largest principal and interest payments which will be due on the bonds in any one year after the creation of the reserve and maintain the reserve.

History: 1999 a. 150 s. 389; Stats. 1999 s. 66.1203; 2021 a. 196.

66.1205 Housing authorities; rentals and tenant selection.

- (1) In the operation or management of housing projects and mixed developments, an authority shall at all times observe the following duties with respect to rentals and tenant selection:
- (a) It may rent or lease the dwelling accommodations in a housing project only to persons of low income and at rentals within the financial reach of persons of low income, except that, for mixed-income dwelling accommodations that are part of a mixed development, an authority may rent a portion of the dwelling accommodations at rentals that are not within the financial reach of persons of low income.
- (b) It may rent or lease to a tenant dwelling accommodations consisting of the number of rooms, but no greater number, that it considers necessary to provide safe and sanitary accommodations to the proposed occupants, without overcrowding.
- (c) It shall not accept any person as a tenant in any housing project if the person or persons who would occupy the dwelling accommodations have an aggregate annual income in excess of 5 times the annual rental of the

quarters to be furnished the person or persons, except that in the case of families with minor dependent persons, the aggregate annual income of the person or persons who would occupy the dwelling accommodations shall not exceed 5 times the annual rental of the quarters to be furnished by \$100 for each minor dependent or by an amount equal to the annual income of the minor dependents. In computing the rental for the purpose of selecting tenants, the authority shall determine and include in the rental the average annual cost to the occupants, of heat, water, electricity, gas, cooking range and other necessary services or facilities, whether or not the charge for such services and facilities is in fact included in the rental. This paragraph does not apply to a property wholly or partially owned before October 1, 2021, by a housing authority created by a 1st class city.

Item 12.

(2) Sections 66.1201 to 66.1211 do not limit the power of an authority to do any of the following:

- (a) Invest in an obligee the right, if the authority defaults, to take possession of a housing project or cause the appointment of a receiver of the housing project, free from all the restrictions imposed under ss. 66.1201 to 66.1211, with respect to rentals, tenant selection, manner of operation, or otherwise.
- (b) Pursuant to s. 66.1201 (16) vest in obligees the right, if the authority defaults, to acquire title to a housing project or the property mortgaged by the housing authority, free from all of the restrictions imposed by s. 66.1203 and this section.

(3) Subsection (1) (a) and (c) does not apply in the case of housing projects to the financing of which the Wisconsin Housing and Economic Development Authority is a party, as to which ch. 234 shall be controlling.

History: 1971 c. 213 s. 5; 1975 c. 221; 1983 a. 81 s. 11; 1983 a. 83 s. 20; 1995 a. 225; 1999 a. 150 s. 390; Stats. 1999 s. 66.1205; 2001 a. 103, 104; 2021 a. 196.

66.1207 Penalties; evidence.

(1)

- (a) Any person who secures or assists in securing dwelling accommodations under s. 66.1205 by intentionally making false representations in order to receive more than \$1,000 but less than \$2,500 in financial assistance for which the person would not otherwise be entitled shall be fined not more than \$10,000 or imprisoned for not more than 9 months or both.
- (b) Any person who secures or assists in securing dwelling accommodations under s. 66.1205 by intentionally making false representations in order to receive at least \$2,500 but not more than \$25,000 in financial assistance for which the person would not otherwise be entitled is guilty of a Class I felony.
- (c) Any person who secures or assists in securing dwelling accommodations under s. 66.1205 by intentionally making false representations in order to receive more than \$25,000 in financial assistance for which the person would not otherwise be entitled is guilty of a Class H felony.

(2) Any administrator or employee of an authority under s. 66.1205 who receives or solicits any commission or derives or seeks to obtain any personal financial gain through any contract for the rental or lease of dwelling accommodations under s. 66.1205 shall be punished under s. 946.13.

(3) Any person who receives assistance for dwelling accommodations under s. 66.1205, who has been notified by the authority of the obligation to report an increase in income or assets that would reduce the amount of that assistance and who intentionally fails to notify the authority of the receipt of income or assets is subject to one of the following:

- (a) The penalty under sub. (1) (a) if the failure to report results in the receipt of more than \$1,000 and less than \$2,500 in financial assistance for which the person would not otherwise be entitled.
- (b) The penalty under sub. (1) (b) if the failure to report results in the receipt of at least \$2,500 but not more than \$25,000 in financial assistance for which the person would not otherwise be entitled.
- (c) The penalty under sub. (1) (c) if the failure to report results in the receipt of more than \$25,000 in financial assistance for which the person would not otherwise be entitled.

History: 1987 a. 173, 403; 1995 a. 225; 1997 a. 283; 1999 a. 150 ss. 391 to 393; Stats. 1999 s. 66.1207; 2001 a. 109.

66.1209 Housing authorities; cooperation in housing projects.

(1) For the purpose of aiding and cooperating in the planning, undertaking, construction or operation of housing projects located within the area in which it may act, any state public body may do any of the following:

- (a) Dedicate, sell, convey or lease any of its property to a housing authority or the federal government.
- (b) Cause parks, playgrounds, recreational, community, educational, water, sewer or drainage facilities, or any other works which it may undertake, to be furnished adjacent to or in connection with housing projects.
- (c) Cause services to be furnished to the authority of the character which it otherwise may furnish.
- (d) Subject to the approval of the council, furnish, dedicate, close, pave, install, grade, regrade, plan or replan streets, roads, roadways, alleys, sidewalks or other places which it may undertake.

(e) Enter into agreements with a housing authority or the federal government respecting action to be taken by the state public body pursuant to any of the powers granted by ss. 66.1201 to 66.1211. The agreements may extend over any period, notwithstanding any provision or rule of law to the contrary.

(f) Any and all things, necessary or convenient to aid and cooperate in the planning, undertaking, construction and operation of housing projects.

Item 12.

(g) Purchase or legally invest in any of the bonds of a housing authority and exercise all of the rights of any holder of the bonds.

- (2) With respect to any housing project which a housing authority has acquired or taken over from the federal government and which the housing authority by resolution has found and declared to have been constructed in a manner that will promote the public interest and afford necessary safety, sanitation and other protection, no state public body may require any changes to be made in the housing project or the manner of its construction or take any other action relating to the construction.
- (3) In connection with any public improvements made by a state public body in exercising the powers granted in ss. 66.1201 to 66.1211, the state public body may incur the entire expense of the public improvements. Any law or statute to the contrary notwithstanding, any sale, conveyance, lease or agreement provided for in ss. 66.1201 to 66.1211 may be made by a state public body without appraisal, public notice, advertisement or public bidding.

History: 1995 a. 225; 1999 a. 150 ss. 394 to 396; Stats. 1999 s. 66.1209.

66.1211 Housing authorities; contracts with city; assistance to counties and municipalities.

- (1) **CONTRACTS BETWEEN AUTHORITY AND CITY.** In connection with any housing project located wholly or partly within the area in which it is authorized to act, any city may agree with an authority or government that a certain sum, subject to the limitations imposed by s. 66.1201 (22), or no sum shall be paid by the authority in lieu of taxes for any year or period of years.
- (2) **ADVANCES TO HOUSING AUTHORITY.** When any housing authority created for any city is authorized to transact business and exercise its powers, the governing body of the city may immediately make an estimate of the amount of money necessary for the administrative expenses and overhead of the housing authority during the first year after the creation of the housing authority, and may appropriate the amount to the authority out of any moneys in the city treasury not appropriated to some other purposes. The moneys appropriated may be paid to the authority as a donation. Any city, town, or village located in whole or in part within the area of operation of a housing authority may lend or donate money to the authority. The housing authority, when it has money available to repay loans made under this subsection, shall make reimbursements for all loans made to it.
- (3) **PROJECT SUBMITTED TO PLANNING COMMISSION.** Before any housing project of the character designated in s. 66.1201 (9) (a) is determined by the authority, or any real estate acquired or agreed to be acquired for the project or the construction of any of the buildings begins or any application made for federal loan or grant for the project, the extent of the project and the general features of the proposed layout indicating in a general way the proposed location of buildings and open spaces shall be submitted to the planning commission, if any, of the city or political subdivision in which the proposed project is located, for the advice of the planning commission on the proposed location, extent, and general features of the layout.
- (4) **COOPERATION WITH CITIES, VILLAGES AND COUNTIES.** For the purpose of cooperating with and assisting cities, villages and counties, a housing authority may exercise its powers in that territory within the boundaries of any city, village or county not included in the area in which that housing authority is then authorized to function, or in any designated portion of that territory, after the governing body of the city, village or county adopts a resolution declaring that there is a need for the authority to function in the additional territory. If a housing authority has previously been authorized to exercise its powers in the additional territory or designated portion, a resolution shall not be adopted unless the housing authority finds that ultimate economy would be promoted, and the housing authority shall not initiate any housing project in the additional territory or designated portion before the adoption of the resolution.
- (6) **CONTROLLING STATUTES.** Insofar as ss. 66.1201 to 66.1211 are inconsistent with any other law, the provisions of ss. 66.1201 to 66.1211 control.
- (7) **SUPPLEMENTAL NATURE OF STATUTE.** The powers conferred by ss. 66.1201 to 66.1211 are in addition to the powers conferred by any other law.

History: 1995 a. 225; 1999 a. 150 s. 397; Stats. 1999 s. 66.1211; 2001 a. 107.

66.1213 Housing authorities for elderly persons.

- (1) **SHORT TITLE.** This section may be referred to as the "housing authority for elderly persons law".
- (2) **DECLARATION OF NECESSITY.** It is declared that the lack of housing facilities for elderly persons provided by private enterprise in certain areas creates a public necessity to establish safe and sanitary facilities for which public moneys may be spent and private property acquired. The legislature declares that to provide public housing for elderly persons is the performance of a governmental function of state concern.
- (3) **DISCRIMINATION.** Persons otherwise entitled to any right, benefit, facility, or privilege under this section may not be denied the right, benefit, facility, or privilege in any manner for any purpose nor be discriminated against because of sex, race, color, creed, sexual orientation, status as a victim of domestic abuse, sexual assault, or stalking, as defined in s. 106.50 (1m) (u), or national origin.
- (4) **DEFINITIONS.** As used in this section unless the text clearly indicates otherwise:

- (a) "Authority" or "housing authority" means any of the public corporations established pursuant to sub.
- (b) "Bonds" mean any bonds, interim certificates, notes, debentures or other obligations of the authority pursuant to this section.
- (c) "Commissioner" means one of the members of an authority appointed in accordance with this section.
- (f) "Community facilities" include real and personal property, and buildings and equipment for recreational or social assemblies, for educational, health or welfare purposes and necessary utilities, when designed primarily for the benefit and use of the housing authority or the occupants of the dwelling accommodations, or for both.
- (h) "Council" means the common council of a city.
- (i) "Elderly person" means a person who is 62 years of age or older on the date on which the person intends to occupy the premises, or a family, the head of which, or that person's spouse, is a person who is 62 years of age or older on the date of the intent to occupy the premises.
- (j) "Federal government" includes the United States of America and any agency or instrumentality, corporate or otherwise, of the United States of America.
- (k) "Government" includes the state and federal governments and any subdivision, agency or instrumentality, corporate or otherwise, of either of them.
- (l)
 - 1. "Housing projects" includes all real property and personal property, building and improvements, and community facilities acquired or constructed pursuant to a single plan or undertaking to do any of the following:
 - a. Demolish, clear, remove, alter or repair insanitary or unsafe housing for elderly persons.
 - b. Provide safe and sanitary dwelling accommodations for elderly persons.
 - c. Fulfill a combination of the purposes under subd. 1. a. and b.
 - 2. "Housing project" includes the planning of buildings and improvements, the acquisition of property, the demolition of existing structures and the construction, reconstruction, alteration and repair of the improvements for the purpose of providing safe and sanitary housing for elderly persons and all other work in connection with housing for elderly persons. A project shall not be considered housing for the elderly unless it contains at least 8 new or rehabilitated living units which are specifically designed for the use and occupancy of persons 62 years of age or over.
- (m) "Mortgage" includes deeds of trust, mortgages, building and loan contracts, land contracts or other instruments conveying real or personal property as security for bonds and conferring a right to foreclose and cause a sale of the real property or personal property.
- (n) "Obligee of the authority" or "obligee" includes any bondholder, trustee or trustees for any bondholders, any lessor demising property to the authority used in connection with a housing project or any assignee of the lessor's interest or any part of the lessor's interest, and the United States of America, when it is a party to any contract with the authority.
- (o) "Real property" includes lands, lands under water, structures, and any easements, franchises and incorporeal hereditaments and every estate and right in an estate, legal and equitable, including terms for years and liens by way of judgment, mortgage or otherwise.
- (p) "Slum" means any area where dwellings predominate which, by reason of dilapidation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to safety, health and morals.
- (q) "State public body" means any city, town, village, county, municipal corporation, commission, district, authority, other subdivision or public body of the state.
- (r) "Trust indenture" includes instruments pledging the revenues of real or personal properties.
- (5) CREATION OF HOUSING AUTHORITIES.
 - (a) When the council declares by resolution that there is need for an authority to function in the city, a public body corporate and politic shall then exist in the city and be known as the "housing authority" of the city. The authority may transact business and exercise any powers granted to it under this section.
 - (b) The council shall adopt a resolution declaring that there is need for a housing authority in the city if it finds that there is a shortage of dwelling accommodations in the city available to elderly persons.
 - (c) In any suit, action or proceeding involving the validity or enforcement of or relating to any contract of the authority, the authority shall be conclusively deemed to have become established and authorized to transact business and exercise its powers under this section upon proof of the adoption of a resolution by the council declaring the need for the authority. The resolution is sufficient if it declares the need for an authority and finds that the condition described in par. (b) exists in the city. A copy of the resolution duly certified by the city clerk is admissible evidence in any suit, action or proceeding.
- (6) SECTION 66.1201 APPLIES. The provisions of s. 66.1201 (5) to (24) (ag), (25) and (26) apply to housing authorities and providing housing for elderly persons under this section without reference to the income of

those persons.

- (7) SECTIONS 66.1203 TO 66.1211 APPLY. The provisions of ss. 66.1203 to 66.1211 apply to housing authority and providing housing for elderly persons under this section without reference to the income of those persons, except as follows:
- (a) As set down by the federal housing authority in the case of housing projects to the financing or subsidizing of which it is a party.
 - (b) As set down by the Wisconsin Housing and Economic Development Authority in accordance with ch. 234 in the case of housing projects to the financing of which it is a party.
- (8) NOT APPLICABLE TO LOW-RENTAL HOUSING PROJECTS. This section does not apply to projects required to provide low-rental housing only.

History: 1975 c. 94, 221; 1977 c. 418 s. 929 (55); 1981 c. 112; 1983 a. 81 s. 11; 1983 a. 83 s. 20; 1983 a. 189; 1983 a. 444 s. 3; 1991 a. 316; 1993 a. 213, 246; 1999 a. 150 ss. 380, 382; Stats. 1999 s. 66.1213; 2001 a. 30 s. 44; 2001 a. 104; 2009 a. 95.

Item 12.

Menu

2023-24 Wisconsin Statutes updated through 2025 Wis. Act 7 and through all Supreme Court and Controlled Substances Board Orders filed before and in effect on July 8, 2025. Published and certified under s. 35.18. Changes effective after July 8, 2025, are designated by NOTES. (Published 7-8-25)

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Zoning Administrator Job Description

Summary and Background Information:

This job description accounts for the City Council having already approved the following:

1. Reinstatement of the City Administrator position.
2. Removal of the Senior Executive Team.
3. Contract for third-party (General Engineering Corporation) building inspection services.
4. Contract for third-party (Vandewalle and Associates) planning services.

It assumes future approval by the City Council of the following:

1. Removal the Director of Economic Development and Zoning.
2. Removal of the Chief Deputy Clerk position.
3. Approval of a part-time Code Enforcement Officer job description.
4. Removal of the full-time Economic Development and Zoning Assistant/Code Enforcement Officer.

The recommended pay grade for this position is Grade M, and is possible under the FY2025 budget and wage scale by using the budgeted salary and benefits from the Chief Deputy Clerk and the remaining salary and benefits savings due to removing the Economic Development and Zoning Assistant/Code Enforcement Officer position and establishing a part-time Code Enforcement Officer position. This will result in the following:

1. The ability to raise the pay grade from I to M using \$26,914.50 from the EDZ Assistant/Code Enforcement Officer position.
2. The ability to establish H as the pay grade for the part-time Code Enforcement Officer position with a planned annual expenditure of \$26,914.50.

3. The ability to apply a surplus of \$4,953.82 plus the savings in benefit cost from the Chief Deputy Clerk and EDZ Assistant/Code Enforcement Officer positions toward other personnel wage and/or benefits as the City Administrator recommends.

4. Use of the surplus funds by the City Administrator will likely be applied toward personnel costs in the Clerk, Administration, and/or Zoning departments to maintain fairness in the reallocation of these funds, and will be subject to approval by the City Council prior to implementation.

Minutes Attached:

Yes ☐ No ☒

Budget Account: Not applicable.

Fiscal Impact: None.

Staff Responsible for implementation: City Administrator

Economic Impact: Not applicable.

Zoning/Rezoning Issues: Not applicable.

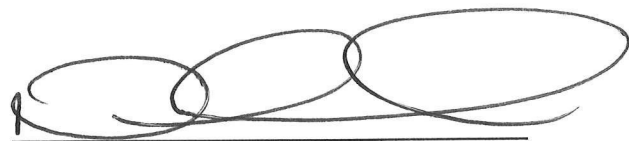
Supports Organizational Goals:

Yes ☒ No ☐

Questions from City Administrator: None.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, "Motion to approve the job description for Zoning Administrator."



City Administrator

20250815

Date

Committee: Common Council
Meeting Date(s): 19 August 2025

CITY OF TOMAH JOB DESCRIPTION

POSITION: Zoning Administrator
GRADE: M
DEPARTMENT: Zoning
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt
Prepared: 15 August 2025
Council Approved: 19 August 2025

GENERAL DESCRIPTION OF DUTIES:

Under the direction of the City Administrator, this position is responsible for coordinating planning efforts and enforcement of municipal codes related to land use and zoning. The Zoning Administrator manages third-party building inspection services, third-party planning services, and the city's Code Enforcement Officer. This is a department head level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed above and below, nor do the examples listed include all the duties that may be found in this position. Other duties may be required and assigned by the City Administrator as necessary to accomplish zoning, inspection, code enforcement, and planning functions on behalf of the organization.

1. Interprets and enforces all conditions of development approval, zoning, and subdivision codes.
2. Inspects all structures, lands, and waters as often as necessary to assure compliance with the zoning code.
3. Interprets applicable ordinances for compliance.
4. Establishes, develops, and maintains effective working relationships with departmental staff, the City Attorney, municipal employees, local business owners, and the general public.
5. Oversee investigations of complaints on alleged nuisances or violations of minimum housing, zoning, public nuisances, overgrown lots, abandoned cars, and other code violations; interviews residents and neighbors, takes photos of property or nuisance conditions, makes sample drawings of property and other information to give full assessment of complaints.
6. Conducts technical reviews, site inspections and makes staff reports to the Planning Commission, Long Range Planning Committee, Historic Preservation Commission, and the Board of Appeals on specific project proposals such as, but not limited to, special use permits applications, conditional use permit applications, zoning amendments, variances, and appeals.
7. Responsible for attending and preparing agendas, agenda item recaps with supporting documentation, meeting minutes, and staff/department reports for City Planning Commission, Long Range Planning Committee, Historic Preservation Commission, and the Board of Appeals.
8. Responsible for developing, implementing, and managing the budget of the Zoning Department.
9. Develops and maintains an effective system of records, reports, and other activities as required by the local, state, and federal regulations.
10. Present monthly reports as required by the City Administrator.
11. Provides research and input into the development of ordinances, policies and procedures for

- the City and the department; advises the City Administrator on related issues.
12. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.
 13. Performs other required duties as directed by the City Administrator.

EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or equivalent is a non-waiver eligible requirement.
2. Bachelor's degree in public administration, urban planning, or related field; education may be waived for commensurate experience.
3. Four years of progressively responsible experience in land use planning, land development regulation and/or zoning administration is preferred.
4. Thorough understanding of program research, development, and implementation techniques.
5. Management experience required, with upper-level management experience preferred.
6. Strong leadership skills, consensus and team building skills, excellent oral and written communication skills, and good interpersonal and managerial skills.
7. Working understanding of blueprints, ordinance, statistics, technical sketches, and graphics.
8. Thorough understanding of agencies and programs related to land use, planning, and zoning.
9. The ability to work with city officials and the general public in a professional manner.
10. Possession of a valid Wisconsin motor vehicle operator's license.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances.
2. Knowledge of office practices, procedures, and operation of standard office equipment.
3. Ability to perform tasks with good, professional judgment, and a high degree of accuracy, integrity and discretion.
4. Ability to deal with people calmly, tactfully and courteously.
5. Ability to establish and maintain effective working relationships with all employees.
6. Excellent oral and written communication skills required.
7. Must be able to work independently and have a high level of analytical skills.
8. Must have a good working knowledge of the general principles, practices, and legal frameworks of municipal government and must be able to understand the broad context within which zoning decisions are rendered.

PHYSICAL REQUIREMENTS:

1. Occasionally work outdoors with exposure to weather and elements.
2. Lift and carry objects of different shapes and weights occasionally
3. Occasionally bend and twist.
4. 30% of workday is spent sitting;
5. 30% of workday is spent standing;
6. 30% of the workday is spent walking;
7. 10% of the workday is spent driving.
8. All percentages above may vary depending upon the duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Removal of Director of Economic Development and Zoning

Summary and Background Information:

The removal of this position accounts for the City Council having already approved the following:

1. Reinstatement of the City Administrator position.
2. Removal of the Senior Executive Team.

It assumes future approval by the City Council of the following:

1. Approval of the Zoning Administrator position.

The salary and benefits budget for this position in FY2025 has been reallocated to the City Administrator position and will result in a net change of \$0 to the FY2025 budget.

Minutes Attached:

Yes ☐ No ☒

Budget Account: Not applicable.

Fiscal Impact: None.

Staff Responsible for implementation: City Administrator

Economic Impact: Not applicable.

Zoning/Rezoning Issues: Not applicable.

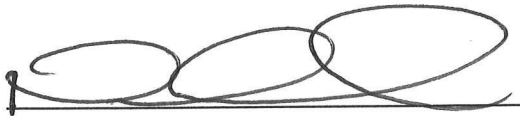
Supports Organizational Goals:

Yes ☒ No ☐

Questions from City Administrator: None.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, "Motion to approve the removal of the Director of Economic Development and Zoning position."



City Administrator

2025 08 15

Date

Committee:
Meeting Date(s):

Common Council
19 August 2025

CITY OF TOMAH JOB DESCRIPTION

POSITION: Economic Development and Zoning Director

GRADE: P

DEPARTMENT: Administration

SUPERVISOR: Mayor and Council

CLASSIFICATION: Salaried- Non-Represented

Prepared: June 19, 2024

Council Approved: July 16, 2024

GENERAL DESCRIPTION OF DUTIES:

Under the direction of the Mayor and Council, this position is responsible for coordinating planning efforts and enforcement of municipal codes relative to land use and zoning. This position also oversees and evaluates community development to ensure that it occurs in a manner consistent with the City's Plan and provides recommendations and assistance in long-range planning of the City. The Economic Development and Zoning Director is also responsible for supervision and evaluation of the Code Enforcement Officer and is a member of the Senior Executive Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduits technical reviews, site inspections and makes staff reports to the Planning Commission and Board of Appeals on specific project proposals such, but not limited to special use permits applications, conditional use permit applications, zoning amendments, variances and appeals.
2. Interprets and enforces all conditions of a development approval, zoning, and subdivision codes.
3. Establishes, develops, and maintains effective working relationships with departmental staff, the City Attorney, municipal employees, local business owners, and the general public.
4. Conducts special research and/or analyzes economic development program activities.
5. Coordinates and manages community growth projects with project developers.
6. Responsible for preparing agendas, agenda item recaps with supporting documentation, meeting minutes, and Staff/Department reports for City Planning Commission, Long Range Planning Commission, and Historical Preservation Commission.
7. Inspects all structures, lands, and waters as often as necessary to assure compliance with the zoning ordinances.
8. Oversee investigations of complaints on alleged nuisances or violations of minimum housing, zoning, nuisances, overgrown lots, abandoned cars, and other code violations; interviews residents and neighbors, takes photos of property or nuisance conditions, makes sample drawings of property and other information to give full assessment of complaint.
9. Interprets applicable ordinances for compliance.
10. Participates in the annual budget process.
11. Develops and maintains an effective system of records, reports, and other activities as required by the State of Wisconsin and the Department.
12. Supervises and reviews tasks of the Code Enforcement Officer.
13. Present monthly reports to the Mayor and Council at City Council meetings.
14. Attends the Planning Commission, Historical Preservation Commission, and Long-Range Planning meetings monthly.
15. Performs other work as required.
16. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the

department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

17. Provides research and input into the development of ordinances, policies and procedures for the City and the department; advises the Senior Executive Team and Council on related issues.
18. Performs required duties as a member of the Senior Executive Team.

EDUCATION AND EXPERIENCE REQUIRED:

1. Thorough understanding of economic development principles and practices.
2. Thorough understanding of program research, development, and implementation techniques.
3. Bachelor's degree or commensurate experience in urban planning, public administration, or related field
4. Management experience required, with upper-level management experience preferred.
5. Strong leadership skills, consensus and team building skills, excellent oral and written communication skills, and good interpersonal and managerial skills.
6. The ability to prepare and maintain necessary records and reports related to City development.
7. Working understanding of blueprints, ordinances, statistics, technical sketches, and graphics.
8. Thorough understanding of agencies and programs related to federal economic and urban development
9. The ability to work with city officials and the general public in a professional manner.
10. Possession of a valid Wisconsin motor vehicle operator's license.

PHYSICAL REQUIREMENTS:

1. Occasionally work outdoors with exposure to weather and elements.
2. Lift and carry objects of different shapes and weights occasionally
3. Occasionally bend and twist.
4. 30% of workday is spent sitting;
5. 30% of workday is spent standing;
6. 30% of the workday is spent walking;
7. 10% of the workday is spent driving.
8. All percentages above may vary depending upon the duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide the public with trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Part Time Code Enforcement Officer Position

Summary and Background Information:

The addition of this position assumes the City Council has or will approve the following:

1. Removal of the Director of Economic Development and Zoning position.
2. Approval of the Zoning Administrator position.
3. Removal of the Economic Development and Zoning Assistant/Code Enforcement Officer position.

The salary and benefits budget for this position in FY2025 will be funded by allocated half of the previously budgeted salary for the EDZ Assistant/Code Enforcement Officer position. As this position is part time, it will not require benefits budgeting.

Minutes Attached:

Yes ☐ No ☒

Budget Account: Not applicable.

Fiscal Impact: None.

Staff Responsible for implementation: City Administrator

Economic Impact: Not applicable.

Zoning/Rezoning Issues: Not applicable.

Supports Organizational Goals:

Yes ☒ No ☐

Questions from City Administrator: None.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, "Motion to approve the part-time Code Enforcement Officer position."



City Administrator

20250815

Date

Committee:

Common Council

Meeting Date(s):

19 August 2025

CITY OF TOMAH JOB DESCRIPTION

POSITION TITLE: Code Enforcement Officer

DEPARTMENT: Zoning

SUPERVISOR: Zoning Administrator

CLASSIFICATION: Non-exempt, Hourly, Part-time, Non-Represented

GRADE: H

Created: 15 August 2025

Council Approved: 19 August 2025

GENERAL DESCRIPTION OF DUTIES:

Under the direct supervision of the Zoning Administrator this position performs inspections of properties and prepares required citations in correlation to the ordinances of the City of Tomah regulating junk, junk vehicles, the zoning code, as well as compliance with any other ordinance violations relating to properties within the City of Tomah.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position. Other duties may be required and assigned by the Zoning Administrator as necessary to accomplish human resources functions on behalf of the organization.

1. Performs inspections of houses and property for conformance with applicable codes pertaining to junk, overgrowth, abandoned vehicles, refuse ordinance enforcement, and general property maintenance.
2. Investigates complaints from the general public and coordinates meetings to resolve the issues.
3. Handles written and oral correspondence relative to code violations.
4. Maintains records of inspections activities; makes photographic records of violations.
5. Prepares or completes various forms, reports, correspondence, logs, inspection reports, notices, formal warnings, citations, affidavits, and monthly enforcement reports.
6. Receives various forms, reports, correspondence, inspection reports, police/fire reports, photographs, maps, property records, legal documents, codes, ordinances, directories, reference material, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
7. Communicates via telephone and email; provides information; takes and relays messages; responds to requests for service or assistance.
8. Communicates with supervisor, employees, other departments, city council members, board members, attorneys, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
9. Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate.
10. Enforce the City ordinance on snow and ice removal from public sidewalks.
11. Enforce the City ordinance regulating weeds and grass maintenance.
12. Perform related duties as required.

EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or equivalent is a non-waiver eligible requirement.
2. Ability to read and write comprehensively.
3. Possession of a valid Wisconsin driver's license.
4. Physically able to work outside year round.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Municipal Codes and procedures in obtaining citations and presenting cases for trial.
2. Knowledge of Microsoft Word and Excel.
3. Ability to use all available sources of information to gather data.
4. Ability to inspect property to determine if unsafe and unsanitary conditions occur.
5. Ability to explain City Ordinances and regulations to property owners.
6. Ability to recognize problems, initiate action, and explain same to property owners who are highly emotional.
7. Ability to communicate clearly and effectively oral and written.
8. Ability to keep detailed records and reports.
9. Ability to work with strict deadlines.
10. Ability to use independent judgment and work with little direct supervision when necessary.
11. Ability to comprehend, interpret, and apply regulations, procedures, and related information.
12. Ability to establish and maintain an effective working relationship with the public and other employees.
13. Ability to tolerate high levels of stress and react quickly and calmly in situations and to determine proper course of action.
14. Specific knowledge in following and adhering to policy department rules and regulation related to this position.
15. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

PHYSICAL REQUIREMENTS:

1. Frequent twisting and bending.
2. Reaching above and below shoulder height.
3. Ability to lift thirty (30) plus pounds occasionally.
4. Ability to sit at a keyboard frequently.
5. 30% of workday is spent sitting;
6. 30% of workday is spent standing;
7. 30% of the workday is spent walking;
8. 10% of the workday is spent driving.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively

employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Removal of Economic Development and Zoning Assistant/Code Enforcement Officer Position

Summary and Background Information:

The removal of this position assumes the City Council having already approved the following:

1. Removal of the Director of Economic Development and Zoning position.
2. Approval of the Zoning Administrator position.

It assumes the City Council will approve in the future the following:

1. Part-time Code Enforcement Officer position.

The salary and benefits budget for this position in FY2025 will be reallocated to the Zoning Administrator position, as well as other personnel costs in the Clerk, Administration, and Zoning departments and will result in a surplus for the FY2025 budget due to the savings on personnel benefits cost for this position.

Minutes Attached:

Yes ☐ No ☒

Budget Account: Not applicable.

Fiscal Impact: None.

Staff Responsible for implementation: City Administrator

Economic Impact: Not applicable.

Zoning/Rezoning Issues: Not applicable.

Supports Organizational Goals:

Yes ☒ No ☐

Questions from City Administrator: None.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, "Motion to approve the removal of the Economic Development and Zoning Assistant/Code Enforcement Officer position.."



City Administrator



Date

Committee:
Meeting Date(s):

Common Council
19 August 2025

CITY OF TOMAH JOB DESCRIPTION

POSITION TITLE: Code Enforcement Officer/Economic Development and Zoning

Assistant

DEPARTMENT: Economic Development and Zoning

SUPERVISOR: Economic Development and Zoning Director

CLASSIFICATION: Non-Exempt Grade H

PREPARED: July 2024

COUNCIL APPROVED:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

GENERAL DESCRIPTION OF DUTIES:

Under the direction of the Economic Development and Zoning Director, this position is responsible in assisting the Economic Development and Zoning Director in duties related to community development and Zoning related tasks. The Code Enforcement Officer/Economic Development Officer will work frequently work independently responding to resident code enforcement violations and will be the direct contact for the City's third-party inspection services company.

1. Greet the public and answer the telephone, direct callers to proper person or respond to questions and/or complaints in a proper, amicable manner, and addressing complaints, questions and recommendations by citizens.
2. Assist the Economic Development/Zoning Director prepare and distribute the agenda for the Planning Commission, attend the meetings and take minutes.
3. Respond to weed complaints by checking lots, researching property owner information, sending certified notices, and following up on notices, taking further action if necessary.
4. Maintaining and building customer records, billing, and collection.
5. Enforce the City ordinance on snow and ice removal from public sidewalks.
6. Perform inspections of houses and property for conformance with applicable codes pertaining to junk, overgrowth, abandoned vehicles, refuse ordinance enforcement, and general property maintenance.
7. Investigate complaints from the general public and coordinate meetings to resolve the issues.
8. Handle written and oral correspondence relative to code violations.
9. Maintain records of inspections activities; make photographic records of violations.
10. Prepare or complete forms, reports, correspondence, inspection reports,

notices, formal warnings, citations, affidavits, and monthly enforcement reports.

11. Receive forms, reports, correspondence, inspection reports, police/fire reports, photographs, maps, property records, legal documents, codes, ordinances, directories, reference material, or other documentation; review, complete, process, forward, or retain as appropriate.
12. Communicate with Director, employees, other departments, city council members, board members, attorneys, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
13. Operate a computer to enter, retrieve, review or modify data; verify accuracy of entered data and make corrections as appropriate.
14. Type reports, correspondence, and documents as required.
15. Handle confidential material for the Director.
15. Perform related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

1. Associate degree in related field (Preferred, not required).
2. Two years of clerical office experience, or any combination of education and experience that will provide the required skills and abilities.
3. Ability to read and write comprehensively.
4. Possession of a valid Wisconsin driver's license.
5. Physically able to work outside year-round.

OTHER REQUIREMENTS:

1. Knowledge of office practices, procedures, and operation of standard office equipment.
 - a. Knowledge and experience with computer systems, including Microsoft Word and Excel
2. Ability to perform tasks with good, professional judgment, and a high degree of accuracy and integrity.
3. Ability to deal with the public calmly, tactfully and courteously.
4. Ability to establish and maintain effective working relationships with superiors, employees and the general public.
5. Knowledge of Municipal Codes, procedures in issuing citations and presenting cases for trial.
6. Ability to use all available sources of information to gather data.
7. Ability to inspect property to determine if unsafe and unsanitary conditions occur.
8. Ability to explain City Ordinances and regulations to property owners.
9. Ability to recognize problems, initiate action, and explain it to property owners who are highly emotional.
10. Ability to communicate clearly and effectively oral and written.
11. Ability to keep detailed records and reports.

12. Ability to work with strict deadlines.
13. Ability to use independent judgment and work with little direct supervision when necessary.
14. Ability to comprehend, interpret, and apply regulations, procedures, and related information.
15. Ability to establish and maintain an effective working relationship with the public and other employees.
16. Ability to tolerate high levels of stress and react quickly and calmly in situations and to determine proper course of action.
17. Specific knowledge in following and adhering to policy department rules and regulation related to this position.
18. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

WORK HOURS:

1. Monday through Friday, 8 a.m. to 4:30 p.m. plus additional hours as necessary. This position may be eligible for partial remote hours
2. Attend commission/committee meetings as necessary

PHYSICAL REQUIREMENTS:

1. Frequent twisting and bending
2. Reaching above and below shoulder height.
3. Carries various weights.
4. 40% of work day will be spent sitting.
5. 30% of work day will be spent walking.
6. 20% of work day will be spent standing.
7. 10% of the workday is spent driving.
8. Percentages of time may vary depending on tasks performed and the time of year.
9. Reaching above and below shoulder height frequently.
10. Occasional bending and stooping.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Removal of Chief Deputy Clerk Position

Summary and Background Information:

The removal of this position accounts for the City Council having already approved the following:

1. Removal of human resources functions from the Clerk Department.

The salary and benefits budget for this position in FY2025 will be reallocated to the Zoning Administrator position and will result in a surplus for the FY2025 budget due to the savings on personnel benefits cost for this position.

Minutes Attached:

Yes ☐ No ☒

Budget Account: Not applicable.

Fiscal Impact: None.

Staff Responsible for implementation: City Administrator

Economic Impact: Not applicable.

Zoning/Rezoning Issues: Not applicable.

Supports Organizational Goals:

Yes ☒ No ☐

Questions from City Administrator: None.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, "Motion to approve the

removal of the Chief Deputy Clerk position.”



City Administrator

20250815

Date

Committee:
Meeting Date(s):

Common Council
19 August 2025

Chief Deputy Clerk Job Description

DEPARTMENT: City Clerk
LOCATION: City Hall
GRADE: I
SUPERVISOR: City Clerk
CLASSIFICATION: Non-Exempt-Hourly Non-Represented
Revised: October 2024
Council Approved: October 2024

GENERAL DESCRIPTION OF DUTIES:

The purpose of this confidential position is to perform clerical, public reception, issuing licenses and permits, election administration, filing insurance claims, and customer service tasks. The Chief Deputy Clerk assists in the maintenance, care and custody of the corporate seal and all the papers and records of the Clerk. The Chief Deputy is directly responsible for maintaining all operations in the office of the City Clerk in the City Clerk's absence. The Chief Deputy is also responsible for the daily supervision of the Deputy Clerk, including assignment of daily work and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position. Other duties may be required and assigned.

1. Assist with administering elections including updating voter registration and voter records; absentee voting; registration of new voters; coordinating and conducting voting in residential care facilities; scheduling election workers, conducting election training; entering voter history after each election; ensuring that the computer poll lists are run for the election and all information is attached; organizing election supplies; and assisting with various Election tasks.
2. Coordinate liquor and tobacco license renewals and initiate the computerized billing of liquor and tobacco license renewals, prepare all Liquor Licenses, tobacco, Cabaret, Coin Operated Machine, and special licenses for taverns and liquor stores.
3. Coordinate license renewals for bartenders, taxicabs, taxicab drivers, farmers market, weights and measures, secondhand article, annual mobile home, and the issuing of new licenses and permits.
4. Assist with filing monthly temporary event report, annual liquor license report, and annual tobacco license report with WI Department of Revenue.
5. Assist with managing personnel records and other various filing duties
6. File and maintain worker's compensation, liability, property and vehicle insurance claims as well as all the City's vehicle titles and insurance. Complete the annual worker's compensation audit and file Injury and Illness Reporting with WI Department of Safety and Professional Services.
7. Assist with Human Resource functions including benefits administration, leaves of absence, and new hire documentation and orientation. Assist with maintaining records retention schedule for the Clerk's and Treasurer's offices.
8. Assist with collection of property taxes, license fees, business permits, and other fees collected by Treasurer's Office.
9. Responsible for preparing and publishing meeting notices and minutes for various committees including Long Range Planning, Emergency Management, and Historic Preservation Committee, and other meetings as assigned by the City Clerk.

10. Prepare minutes of City Council and Committee of the Whole Meetings in the absence of the City Clerk.
Prepare notices and publications as required by law. Assist with maintenance of City website.
11. Responsible for City Directory/organizational chart/and position count updates.
12. Provide customer service to both internal and external customers at the counter and responding to telephone calls regarding City-wide questions, and refers questions and complaints to the appropriate departments.
13. Maintain mobile home assessments. Invoice and submit monthly billing and annual billing to mobile home park owners.
14. Maintain airport hangar and land leases and coordinates lease renewals.
15. Assists in maintaining and writing City Ordinances and Resolutions.
16. Maintains knowledge of city clerk's and deputy clerk's duties, responsibilities and functions and performs City Clerk's and deputy clerk's duties in his/her absence or as directed.
17. The City of Tomah has adapted rules and regulations established for the safety of its employees in the performance of their jobs. It is the responsibility of every employee of the City of Tomah to follow safety rules and regulations.

EDUCATION AND EXPERIENCE REQUIRED:

1. High school education (diploma or GED) required.
2. An Associate Degree in Business Public Administration, Records Management, Human Resources, or related field preferred; or any combination of equivalent experience that will provide the required skills and abilities.
3. Municipal government experience preferred.
4. Human Resources experience preferred.
5. Some supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent verbal and written communication skills.
2. Ability to coordinate and maintain involved records and files and prepare reports from such information; excellent organizational skills.
3. Excellent typing and computer skills, including Microsoft Word and Excel.
4. Excellent math skills and general office skills, including word processing and data entry.
5. Excellent customer/public service and ability to work effectively and communicate with people at various levels, both within and outside the organization.
6. Ability to operate a variety of office machines including computer, telephone, calculator, fax machine, imaging equipment, copier, and a multitude of software programs.
7. Ability to undertake and complete tasks with a minimum of supervision and to perform tasks with a high degree of judgment, accuracy and integrity.
8. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; and ability to concentrate for extended period of time and be flexible.
9. Ability to work on multiple tasks establishing priorities for work while working under minimal supervision and work under deadlines with competing priorities.

PHYSICAL REQUIREMENTS:

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reaches shoulder height frequently.

4. Reaches above and below shoulder height.
5. Occasional bending.
6. Lifts and carries up to sixty (60) pounds.
7. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
8. Forty-five (45) percent of work day spent sitting.
9. Thirty (30) percent of workday spent standing.
10. Twenty-five (25) percent of workday spent walking.
11. All percentages above could vary, depending upon duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Appointment of Angeline Bauman to the Lake Committee

Summary and Background Information:

A vacancy was created on the Lake Committee when one of the members moved outside of city limits. The Mayor intends to appoint the below individual to fill the vacancy pending confirmation by the City Council:

Angeline Bauman
President of the Cranberry Country Chapter of Business Network International
Re/Max Realtor

Minutes Attached:

Yes ☐ No ☒

Budget Account: Not applicable.

Fiscal Impact: None.

Staff Responsible for implementation: City Administrator

Economic Impact: Not applicable.

Zoning/Rezoning Issues: Not applicable.

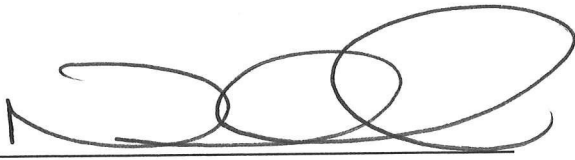
Supports Organizational Goals:

Yes ☒ No ☐

Questions from City Administrator: None.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, "Motion to approve the appointment of Angeline Bauman to the Lake Committee."



City Administrator

2025 08 15

Date

Committee:
Meeting Date(s):

Common Council
19 August 2025

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Appointment of Management Personnel to Collective Bargaining Negotiation Teams

Summary and Background Information:

Negotiation Team 1 (EMS):

City Administrator
 City Attorney
 Director of Public Safety
 Deputy Chief of Ambulance
 City Treasurer
 Human Resources Generalist/Payroll Specialist

Negotiation Team 2 (Police):

City Administrator
 City Attorney
 Chief of Police
 Assistant Chief of Police
 Police Lieutenant
 Police Administrative Assistant
 City Treasurer
 Human Resources Generalist/Payroll Specialist

Minutes Attached:

Yes ☐ No ☒

Budget Account: Not applicable.

Fiscal Impact: None.

Staff Responsible for implementation: City Administrator

Economic Impact: Not applicable.

Zoning/Rezoning Issues: Not applicable.

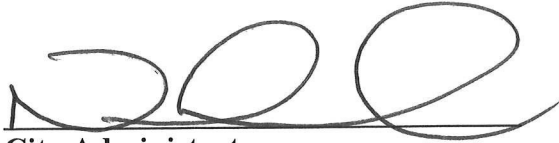
Supports Organizational Goals:

Yes ☒ No ☐

Questions from City Administrator: None.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, "Motion to approve the appointment of the negotiation teams for collective bargaining."



City Administrator

2025 08 15

Date

Committee:
Meeting Date(s):

Common Council
19 August 2025